



HSC and TSM Enhancements Implementation Guide

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Implementation Guide
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Overview

This document provides instructions for installing and configuring the new features of the Hotel Staff Costing (HSC) module, as integrated along with the Time Scheduling Module (TSM).

These newly integrated modules are part of the TKSQL suite, and are currently available, as of Version 5.11.01 Service Pack 3, 4 and 5 of the TKSQL application.

HSC & TSM – New Features & Key Benefits

The Hotel Staff Costing Module is a TimeKeeper SQL (TKSQL) module designed to forecast staffing requirements and then compare them with actual attendance data. Time Scheduling Module (TSM) is a TimeKeeper module that allows managers to schedule department employees.

Integration of Planning and Scheduling

The integration of the Hotel Staff Costing (HSC) module with the Time Scheduling Module (TSM) allows for sharing data between the two modules. This data sharing ability enhances the process of planning and scheduling staffing activities, by assisting managers to identify discrepancies between the forecasted budget and scheduled costs.

This enhancement allows you to control labor costs by matching the ever-changing staffing requirements, with the allotted budget limits for each department. Schedules can be displayed by total employees per shift and by total gross cost.

Enhancements to HSC

This section describes the configuration of the enhanced HSC features.

Configuring the HSC

"Configuring the HSC" deals only with the latest enhanced features of HSC, specifically the configuration of contract-based **HSC Cost Calculation**. These features make it possible for operations managers to more accurately anticipate actual costs. Specifically, costs are calculated with respect to **Time and Attendance** pay rules defined in the selected **Contract**.

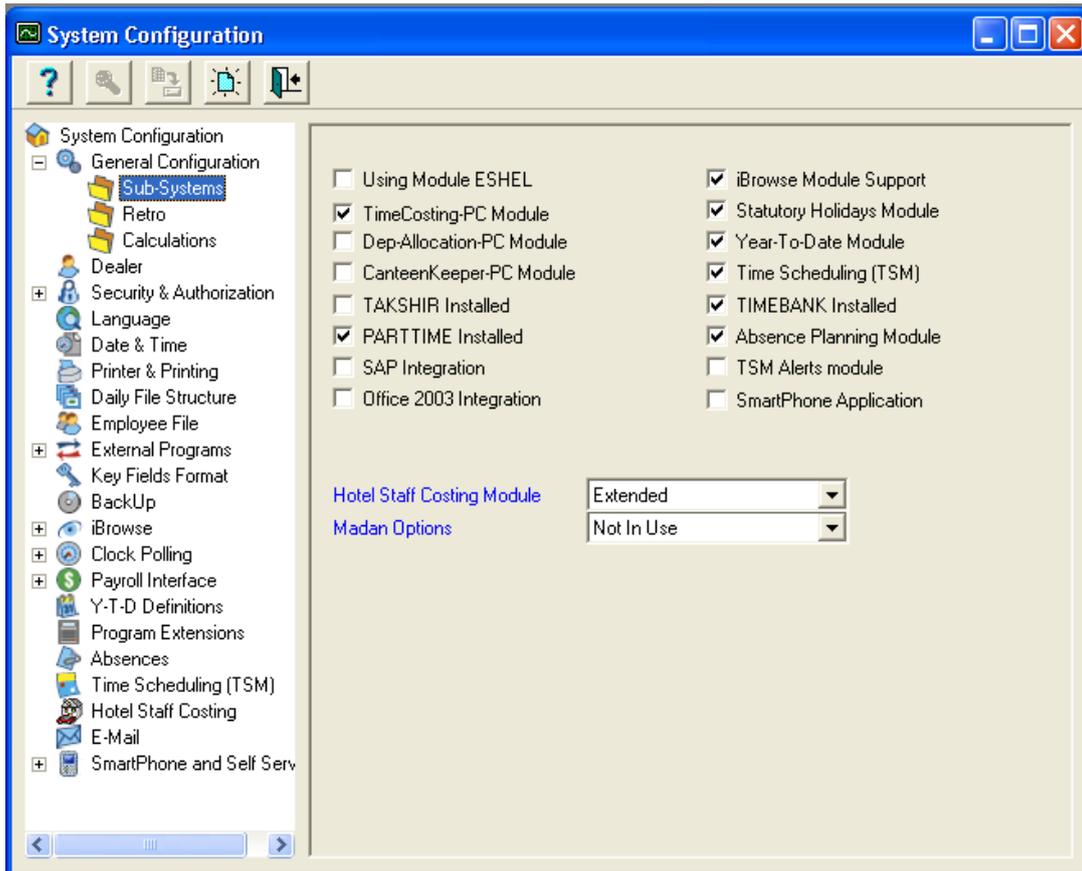
For a complete description of how to configure the HSC application, refer to the *HSC Installation Guide*.

Configuring the System for HSC Cost Calculation

 To configure the HSC for contract-based cost calculation:

1. Open the System Configuration screen: **Set-Up > Add/Edit Configuration Files > Edit/New System Environment Definitions**.
2. Enter your administrator password and click **OK**.

3. Open the **Sub-systems** configuration options screen.



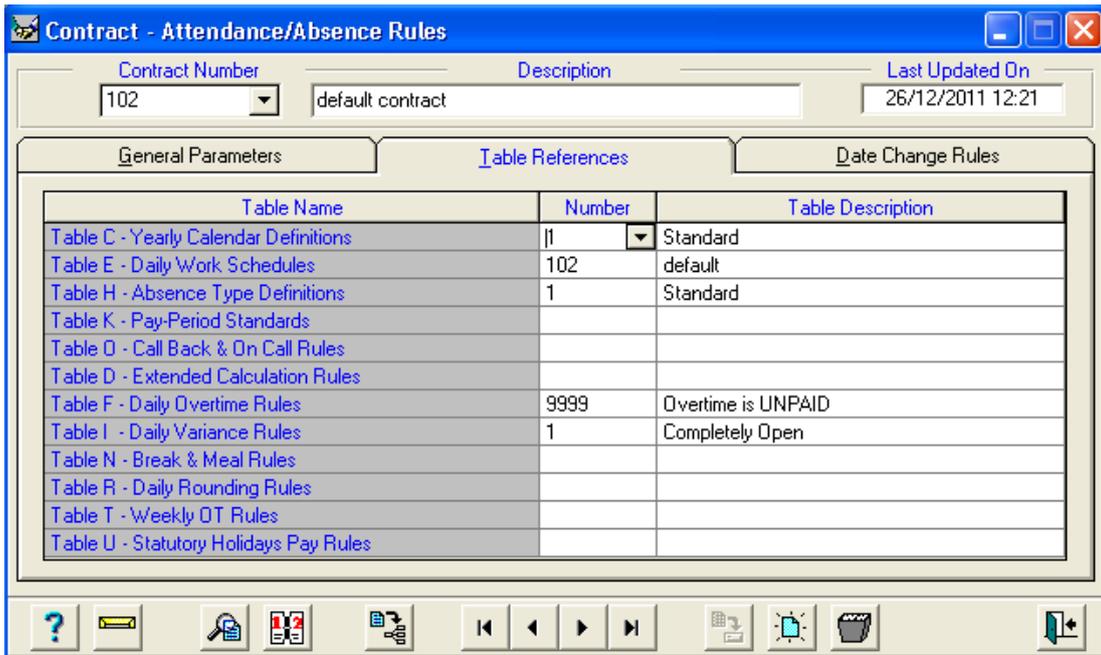
4. In the **Hotel Staff Costing Module** field, select **Extended**.

Configuring the Contracts

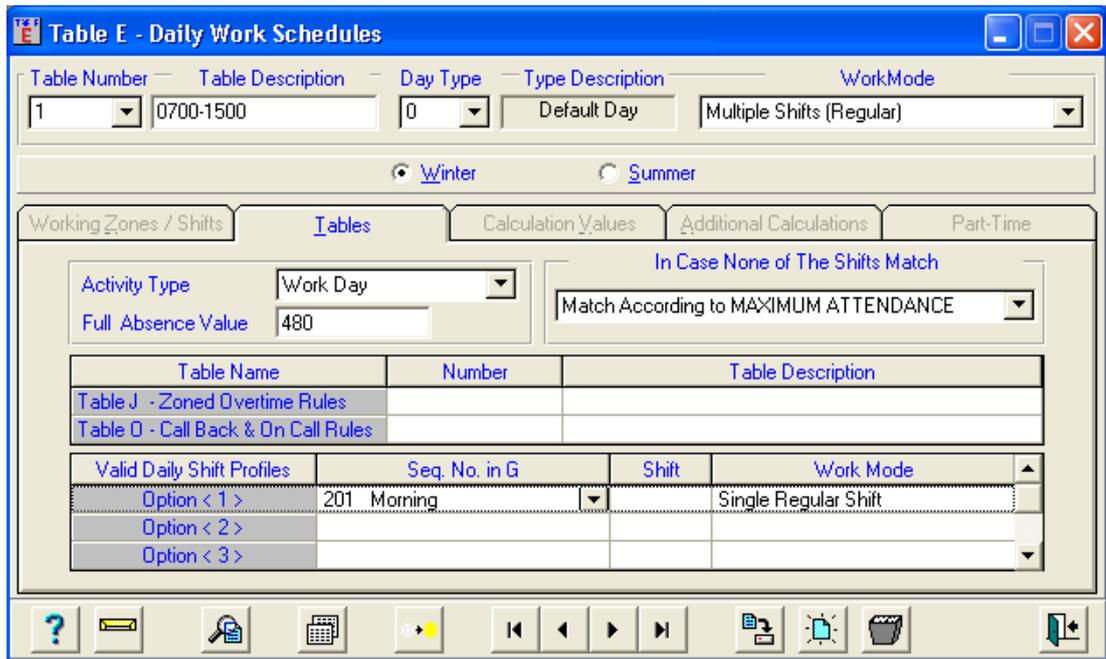
The procedure described here allows you to define the parameters of a shift contract for calculation purposes.

 To configure the contract:

1. Open the **Contracts – Attendance /Absence Rules** screen for the shift contract to the **Table References** tab.



2. Define the default contract according to the following requirements:
 - Default contract must be a shift contract, including the following conditions:

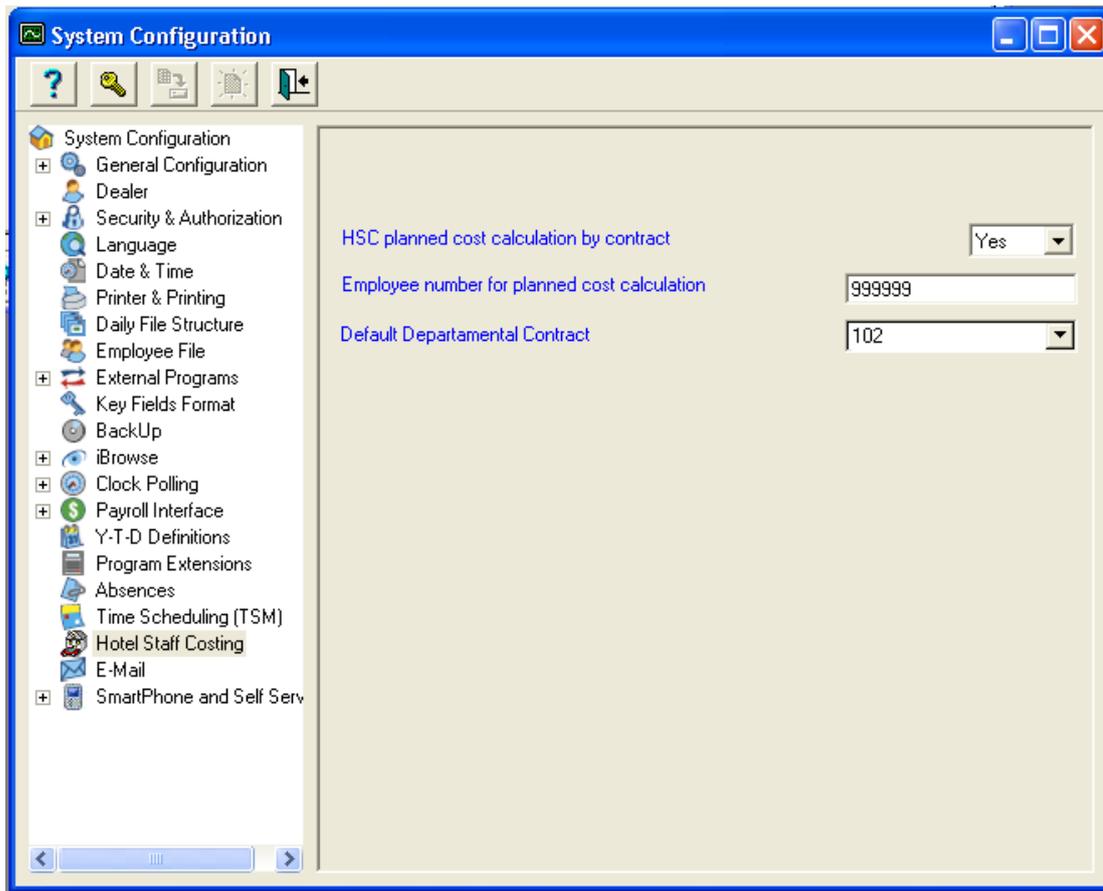


- At least 1 "Shift Profile" in Table E
- Multiple Shift Work mode
- At least one **Seq. No. In G** defined
- Each shift number should be defined once
 - No complementary night shift
 - Refers to the first shift
- Assign existing employee when Employee Master File fields are in use for :
 - Table D expressions
 - Pre/Post CALCD special programs

Configuring the HSC Planned Cost Calculation Parameters

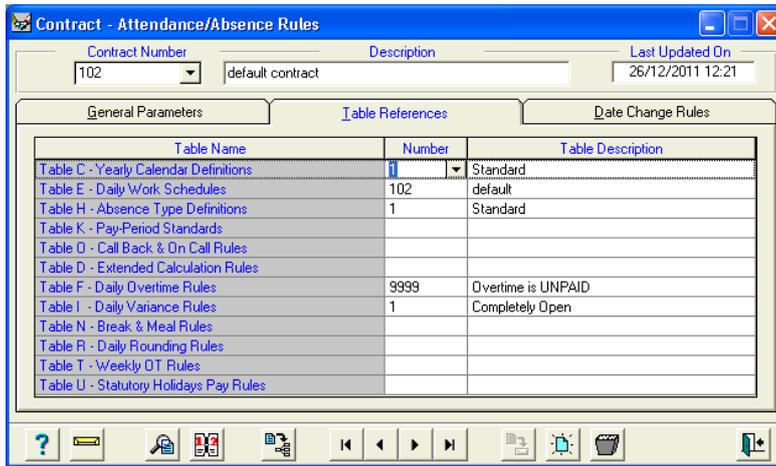
 To configure the **Employee Number for Calculation and Default Departmental Contract**:

1. Open the **Hotel Staff Costing** configuration options screen.

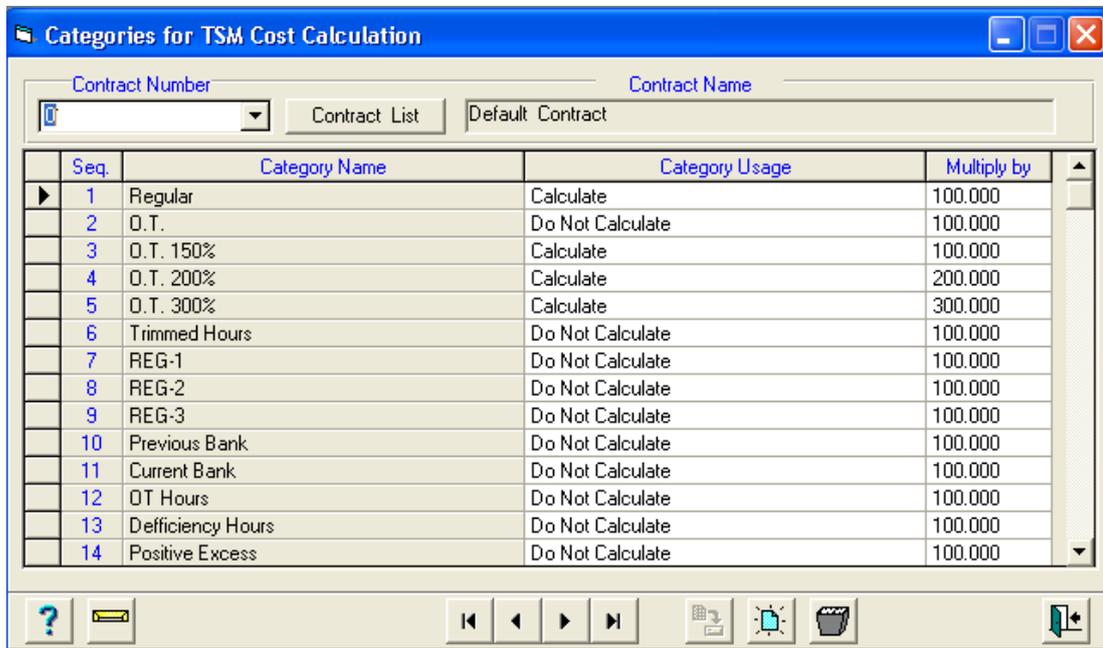


2. Enter the following values:
 - **HSC planned cost calculation by contract** — select **Yes**.
 - **Employee number for planned cost calculation** — a virtual employee used for calculation purposes; no profile in the **Employee** master table.

- **Default Departmental Contract** — a dedicated contract for calculation purposes; view this from the Contracts screen.



- From the **Categories for TSM Cost Calculation** screen, define the pay categories that will be used by the default contract—as defined in the System Configuration screen—for the **HSC Cost Calculation** by contract:

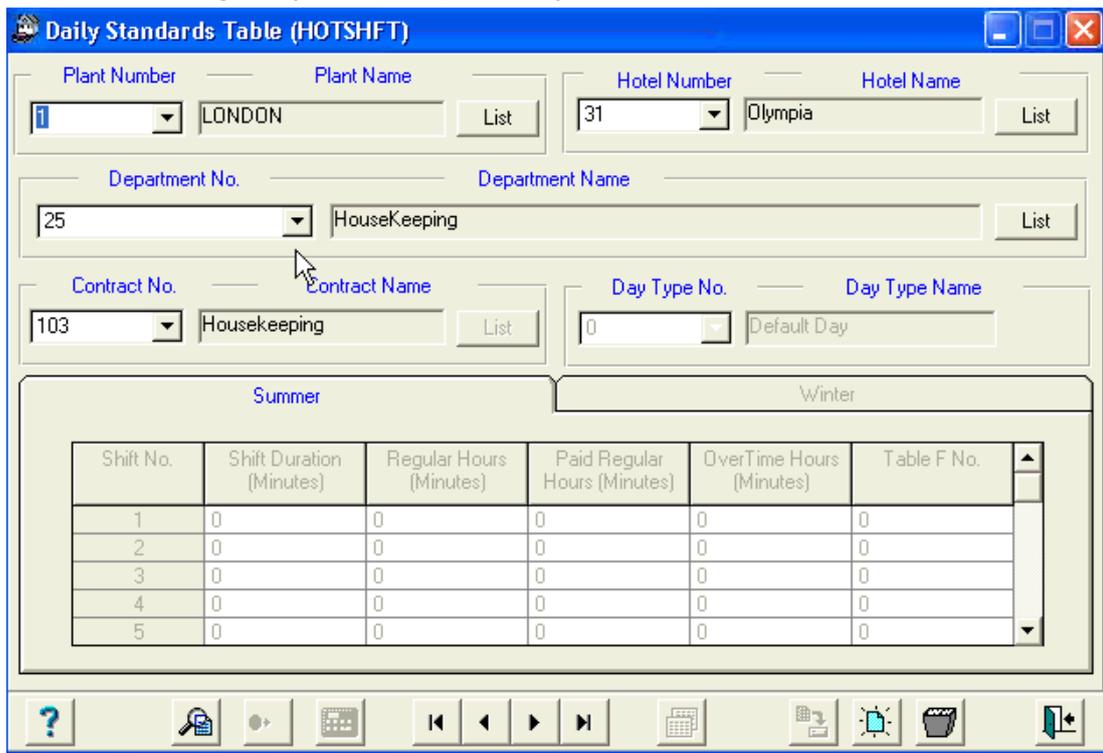


Configuring the Daily Standards Table

The procedure described here allows you to assign a contract to the shift other than the default.

 To configure the Daily Standards Table:

- Open the **Daily Standards Table (HOTSHFT)** screen: **Set-Up > Add/Edit Hotel Staff Costing Setup Files > Edit/New Dept. Shift Standards.**



| Shift No. | Shift Duration (Minutes) | Regular Hours (Minutes) | Paid Regular Hours (Minutes) | OverTime Hours (Minutes) | Table F No. |
|-----------|--------------------------|-------------------------|------------------------------|--------------------------|-------------|
| 1 | 0 | 0 | 0 | 0 | 0 |
| 2 | 0 | 0 | 0 | 0 | 0 |
| 3 | 0 | 0 | 0 | 0 | 0 |
| 4 | 0 | 0 | 0 | 0 | 0 |
| 5 | 0 | 0 | 0 | 0 | 0 |

Note: You can view the specifics of this contract in the **Table References** tab of the **Contract** screen for the selected contract.

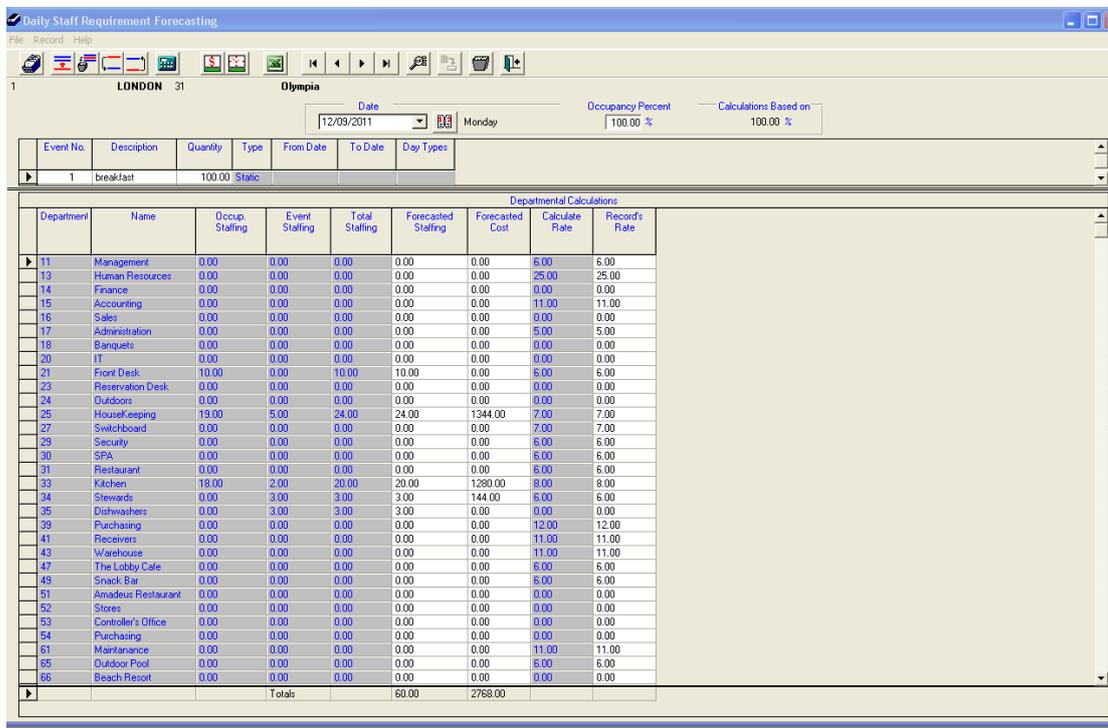
Displaying TSM Columns in the Daily Planner

HSC supports two new columns in the HSC display data ported from the TSM to the HSC module:

- **Scheduled Staffing** – displays the number of employees scheduled for each department.
- **Scheduled Cost (TSM)** – displays the total cost of employees scheduled for each department for that date.

 To display the TSM columns:

1. Open the **Daily Staff Requirement Forecasting** screen.

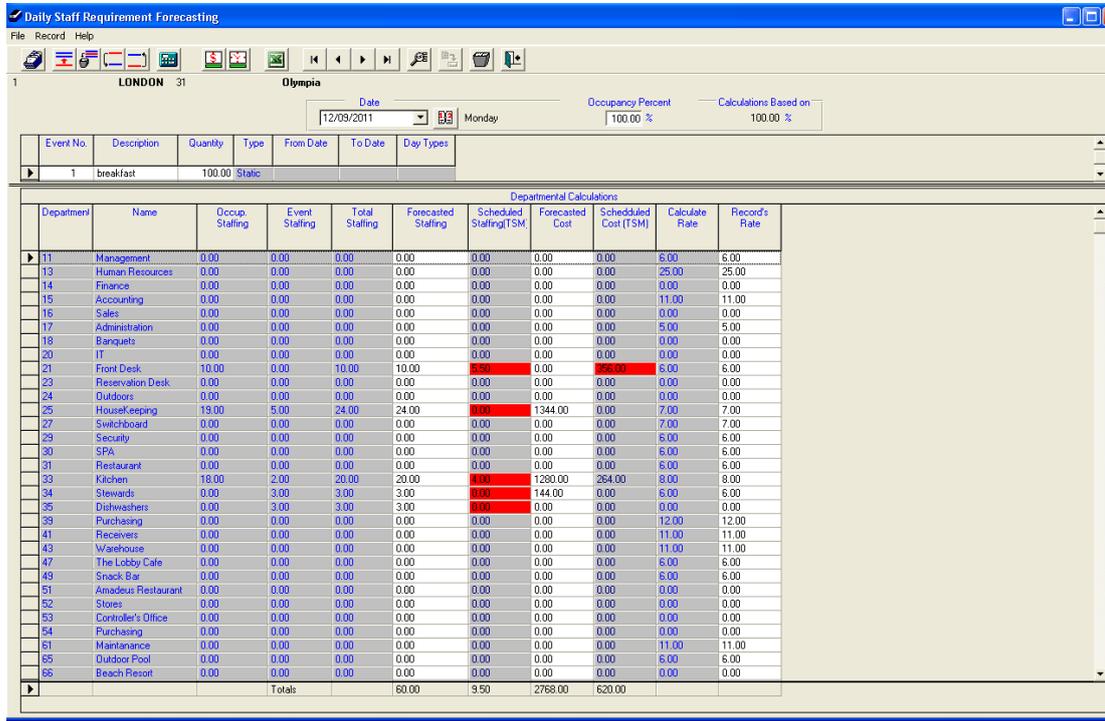


| Event No. | Description | Quantity | Type | From Date | To Date | Day Types |
|-----------|-------------|----------|--------|-----------|---------|-----------|
| 1 | breakfast | 100.00 | Static | | | |

| Department | Name | Occup. Staffing | Event Staffing | Total Staffing | Forecasted Staffing | Forecasted Cost | Calculate Rate | Record's Rate |
|------------|---------------------|-----------------|----------------|----------------|---------------------|-----------------|----------------|---------------|
| 11 | Management | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 13 | Human Resources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 25.00 |
| 14 | Finance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| 15 | Accounting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 11.00 |
| 16 | Sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 | Administration | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.00 | 5.00 |
| 18 | Banquets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | IT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| 21 | Front Desk | 10.00 | 0.00 | 10.00 | 10.00 | 0.00 | 6.00 | 6.00 |
| 23 | Reservation Desk | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24 | Duodors | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 | HouseKeeping | 19.00 | 5.00 | 24.00 | 24.00 | 1344.00 | 7.00 | 7.00 |
| 27 | Switchboard | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.00 | 7.00 |
| 29 | Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 30 | SPA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 31 | Restaurant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 33 | Kitchen | 18.00 | 2.00 | 20.00 | 20.00 | 1280.00 | 6.00 | 6.00 |
| 34 | Stewards | 0.00 | 3.00 | 3.00 | 3.00 | 144.00 | 6.00 | 6.00 |
| 35 | Dishwashers | 0.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| 39 | Purchasing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.00 | 12.00 |
| 41 | Receivers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 11.00 |
| 43 | Warehouse | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 11.00 |
| 47 | The Lobby Cafe | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 49 | Snack Bar | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 51 | Almaudus Restaurant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 52 | Stores | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 53 | Contoller's Office | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 54 | Purchasing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 61 | Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 11.00 |
| 65 | Outdoor Pool | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 66 | Beach Resort | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | Totals | 60.00 | 2768.00 | | |

- From the toolbar of the **Daily Staff ...** screen, click both the **Scheduled Staffing** and **Scheduled Cost** buttons ( ).

The **Daily Staff...** screen displays the **Scheduled Staffing** and **Scheduled Cost** columns.



| Department | Name | Occup. Staffing | Event Staffing | Total Staffing | Forecasted Staffing | Scheduled Staffing/TSM | Forecasted Cost | Scheduled Cost (TSM) | Calculate Rate | Record's Rate |
|------------|---------------------|-----------------|----------------|----------------|---------------------|------------------------|-----------------|----------------------|----------------|---------------|
| 11 | Management | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 13 | Human Resources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 25.00 |
| 14 | Finance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | Accounting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 11.00 |
| 16 | Sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 | Administration | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.00 | 5.00 |
| 19 | Banquets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | IT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 | Front Desk | 10.00 | 0.00 | 10.00 | 10.00 | 9.50 | 0.00 | 356.00 | 8.00 | 6.00 |
| 23 | Reservation Desk | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24 | Outdoors | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 | Housekeeping | 19.00 | 5.00 | 24.00 | 24.00 | 0.00 | 1344.00 | 0.00 | 7.00 | 7.00 |
| 27 | Switchboard | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7.00 | 7.00 |
| 29 | Security | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 30 | SPA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 31 | Restaurant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 33 | Kitchen | 18.00 | 2.00 | 20.00 | 20.00 | 4.00 | 1280.00 | 264.00 | 8.00 | 8.00 |
| 34 | Stewards | 0.00 | 3.00 | 3.00 | 3.00 | 0.00 | 144.00 | 0.00 | 6.00 | 6.00 |
| 35 | Dishwashers | 0.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 39 | Purchasing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 12.00 | 12.00 |
| 41 | Receivers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 11.00 |
| 43 | Warehouse | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 11.00 |
| 47 | The Lobby Cafe | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 49 | Snack Bar | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 51 | Amadeus Restaurant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 52 | Stores | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 53 | Controller's Office | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 54 | Purchasing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 51 | Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 11.00 |
| 55 | Outdoor Pool | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 | 6.00 |
| 66 | Beach Resort | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Totals | | | | | 60.00 | 9.50 | 2768.00 | 620.00 | | |

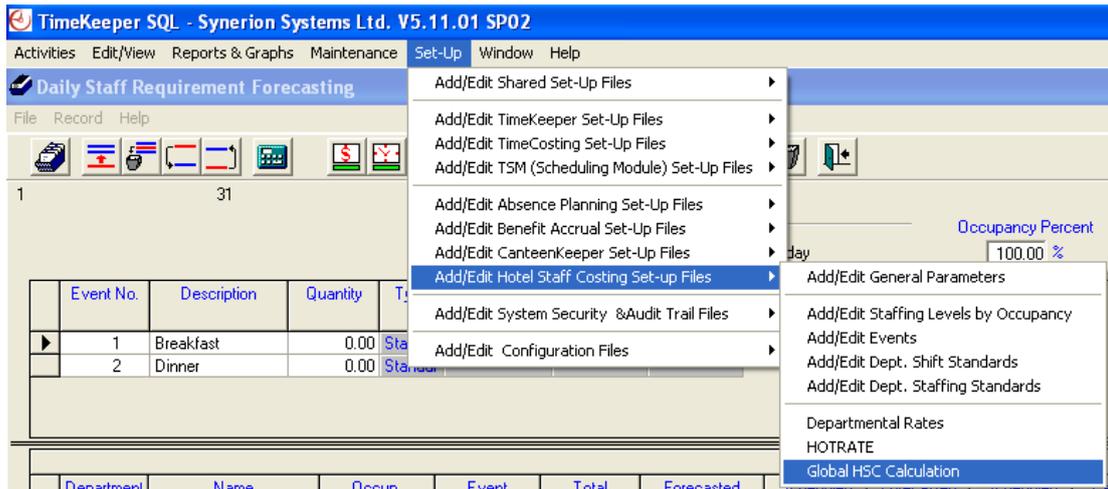
Configuring Global HSC Calculation

The **Global HSC Calculation** allows you to perform a recalculation of HSC screen for a range of days, plants, sites and departments without entering the HSC screen.

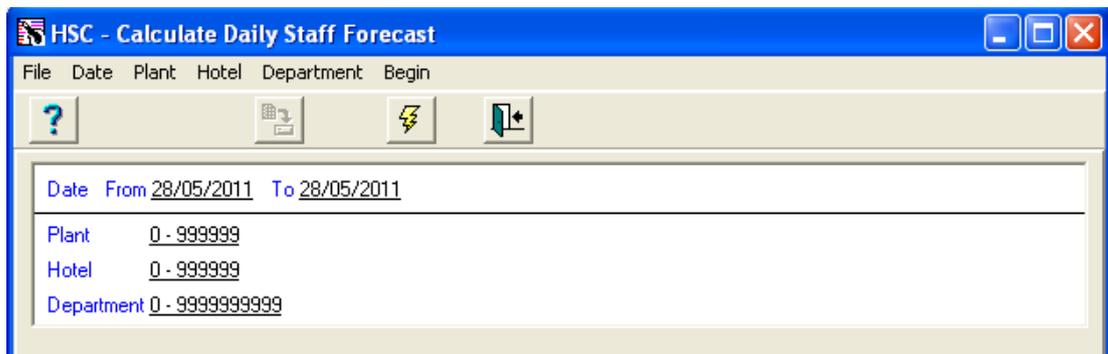
Note: Within the HSC system, by default the Global HSC Calculation is not enabled. You must add the Global HSC Calculation to the menu.

 To configure the Global HSC Calculation:

- Open the System Configuration screen: **Set-Up > Add/Edit Hotel Staff Costing Set-Up Files > Global HSC Calculation** screen.



The **HSC-Calculate Daily Staff Forecast** dialog appears.



2. As required, configure the parameters for the global calculation:

- Date range
- Plant range
- Hotel range
- Department range

3. Click  (Run).

Without having to enter the HSC screen, the application performs a re-calculation for each day (for the ranges entered).

Enhancements to TSM

- 1. Alerts** – forewarn the department manager of a potential situation that may conflict with pre-defined policy rules, in order to avoid labor law penalties. There are two types of alerts in TSM:
 - **Online Alerts** – Online alerts appear while the user enters scheduling data into the system that may cause the hotel to violate pre-defined policy rules.
 - **Offline Alerts** – Alerts received after an employee has clocked in or out. These alerts notify managers that a labor policy rule has been violated. Offline alerts are delivered to managers via a specially configured report that displays all violations registered each day.
- 2. Weekly Budget Excess Gauge** – This analog dial instrument (a.k.a. "Dashboard"), provides a clear, intuitive indicator for weekly staffing budget boundaries, and the current department's scheduled staffing costs in relation to the budget boundaries.
- 3.** Data highlighted in red background to indicate any deviation between forecasted manpower requirements (per department, per day) and the actual number of employees scheduled for the given date and department (and the sum total of their cost).
- 4.** Preferred employees for scheduling are highlighted in a bright green background. The TSM recommends who are the most preferable employees to assign to a particular shift for the department for that week, based on a number of criteria:
 - **Hours remaining until the end of the period** – Work hours remaining in the period (week or month)
 - **Absence code balances** – information obtained from any absence code balance; most common example is the employee's updated vacation balance.
 - **Employees' hourly rate** – information obtained from the Synerion Time Costing system or from the Rate field in the Employee file

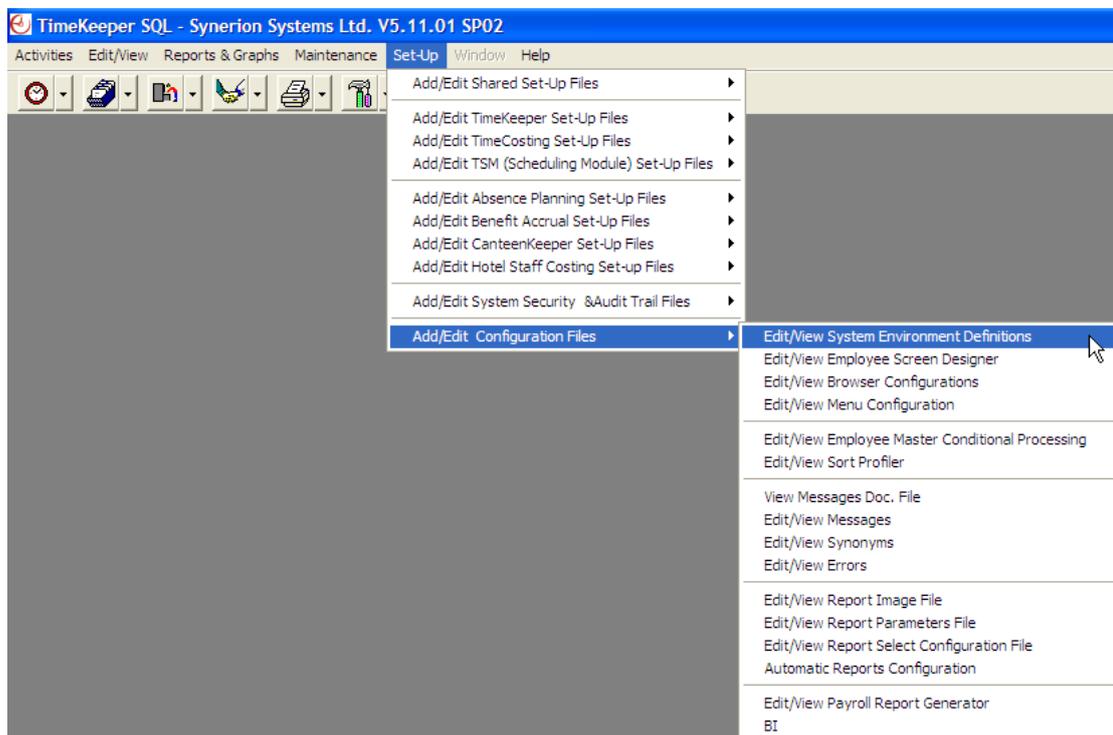
Configuring the TSM

This section describes procedures for configuring the **TSM** (Scheduling) module.

Configuring the System Configuration Screen

 To configure the System Configuration Screen:

1. To open the System Configuration screen, go to **Set-Up > Add/Edit Configuration Files > Edit/New System Environment Definitions**.



The **System Configuration** screen is displayed.

2. Click the **Password** button .

The **Password** dialog box is displayed.



- Enter your administrator password; click **OK**.
The System Configuration options are now editable.
- Open the **Time Scheduling (TSM)** configuration options screen.

The screenshot shows the 'System Configuration' window with the 'Time Scheduling (TSM)' option selected in the left-hand menu. The main configuration area includes the following settings:

- TSM Working Mode:** By Departments
- Contract Offset for Day Off:** 0
- Absence Code for Day Off:** 80
- Historical Retention Period (Weeks):** 0
- Shift Std. Exception Handling in TSM:** Disabled
- Limit access to work schedule data by user number:** No
- No. Of Weekdays For Calculating Weekly Standard:** 0
- Time Bands Working Mode:** Extended
- EMPLU table dedicated for SLE table definition in the Employee Profile:** EMPLU20
- Rate field for Employee Scheduling Cost calculation (from employee table):** RATE
- Periodic standard for Hours Left to Period End calculation:** EMPLOYEE, INT1
- Daily field for Hours Left to Period End calculation:** ATT_WAGE
- Disable Calculation for Hours Left to Period End Calculation**

- From the Time Scheduling options screen, select the **TSM Working Mode**.
Options Include:
 - By Departments** – the TSM module browser shows employees by Department.
 - By Groups** – the TSM module browser shows employees by Schedule Group.

Note: In order to work with the integration of Scheduling (TSM) and HSC (Hotel Staff Costing), select **By Department**.

- Save** your settings.

When you open the TSM application, the working mode selected will determine what you see onscreen. The following example displays Schedules "By Department".

The screenshot shows the 'Department Schedules' window with the following data:

| Emp Name | Department | Rate | Balance (Hours) 4-Vacation | Hours till end of current period | Base No. | Mo | 10/10 | Tu | 11/10 | We | 12/10 | Th | 13/10 | Fr | 14 |
|-----------------------|---------------|------|-------------------------------|-------------------------------------|----------|----|-------|----|-------|----|-------|----|-------|----|----|
| 100114 GIRARD Craig | 21 Front Desk | 0.00 | 0.00 | | 1 | : | : | : | : | : | : | : | : | : | : |
| 100115 BARON MIGUEL | 21 Front Desk | 0.00 | 0.00 | | 1 | : | : | : | : | : | : | : | : | : | : |
| 100623 BEAULIEU FIDEL | 21 Front Desk | 0.00 | 0.00 | | 1 | : | : | : | : | : | : | : | : | : | : |

7. From the Time Scheduling options screen, select the **Time Bands Working Mode**. Options Include:
- **Extended** – enhanced feature, including Default Department definition.
 - **Classic** – as in previous versions.

Note: Default = Classic; Extended is recommended.

8. Define the field in the Employees file that will set the number of the **SLE table** associated with the employee:

Limit access to work schedule data by user number: No

No. Of Weekdays For Calculating Weekly Standard: 0

Time Bands Working Mode: Extended

EMPLU table dedicated for SLE table definition in the Employee Profile: EMPLU20

Rate field for Employee Scheduling Cost calculation (from employee table): RATE_CODE

Periodic standard for Hours Left to Period End calculation: EMPLOYEE | INT1

Daily field for Hours Left to Period End calculation: Alt_wage

Disable Calculation for Hours Left to Period End Calculation

9. Define the **Rate** field in the Employees file that will calculate the **Employee Scheduling Cost** for the employee:

Limit access to work schedule data by user number: No

No. Of Weekdays For Calculating Weekly Standard: 0

Time Bands Working Mode: Extended

EMPLU table dedicated for SLE table definition in the Employee Profile: EMPLU20

Rate field for Employee Scheduling Cost calculation (from employee table): RATE_CODE

Periodic standard for Hours Left to Period End calculation: EMPLOYEE | INT1

Daily field for Hours Left to Period End calculation: Alt_wage

Disable Calculation for Hours Left to Period End Calculation

Note: The HSC Cost Calculation by Contract requires the target field to be **Rate Code**.

10. Define the field in the **Employee** master file that contains the **Periodic Standard** that will be used to calculate the unused hours remaining until the **Period End**:

Limit access to work schedule data by user number: No

No. Of Weekdays For Calculating Weekly Standard: 0

Time Bands Working Mode: Extended

EMPLU table dedicated for SLE table definition in the Employee Profile: EMPLU20

Rate field for Employee Scheduling Cost calculation (from employee table): RATE_CODE

Periodic standard for Hours Left to Period End calculation: EMPLOYEE INT1

Daily field for Hours Left to Period End calculation: Att_wage

Disable Calculation for Hours Left to Period End Calculation

11. Define the field in the **Daily** screen that displays the Employee's hours, which will be used to calculate the hours remaining until the **Period End**:

Limit access to work schedule data by user number: No

No. Of Weekdays For Calculating Weekly Standard: 0

Time Bands Working Mode: Extended

EMPLU table dedicated for SLE table definition in the Employee Profile: EMPLU20

Rate field for Employee Scheduling Cost calculation (from employee table): RATE_CODE

Periodic standard for Hours Left to Period End calculation: EMPLOYEE INT1

Daily field for Hours Left to Period End calculation: Att_wage

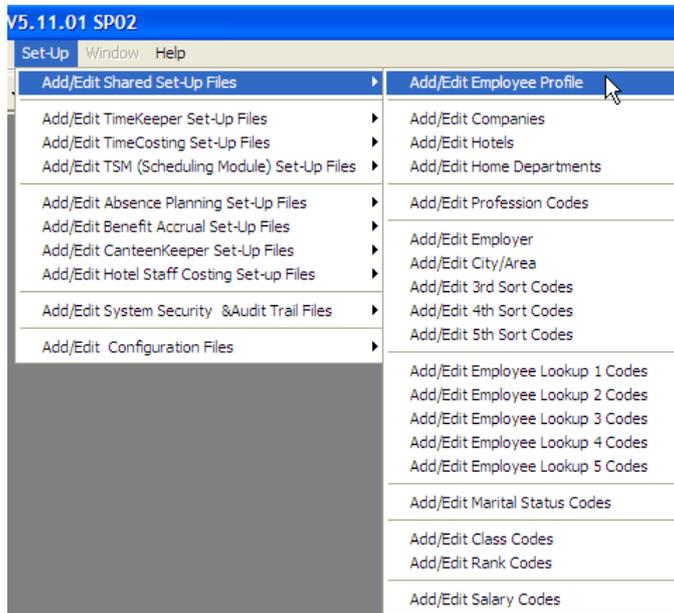
Disable Calculation for Hours Left to Period End Calculation

12. **Save** your settings.

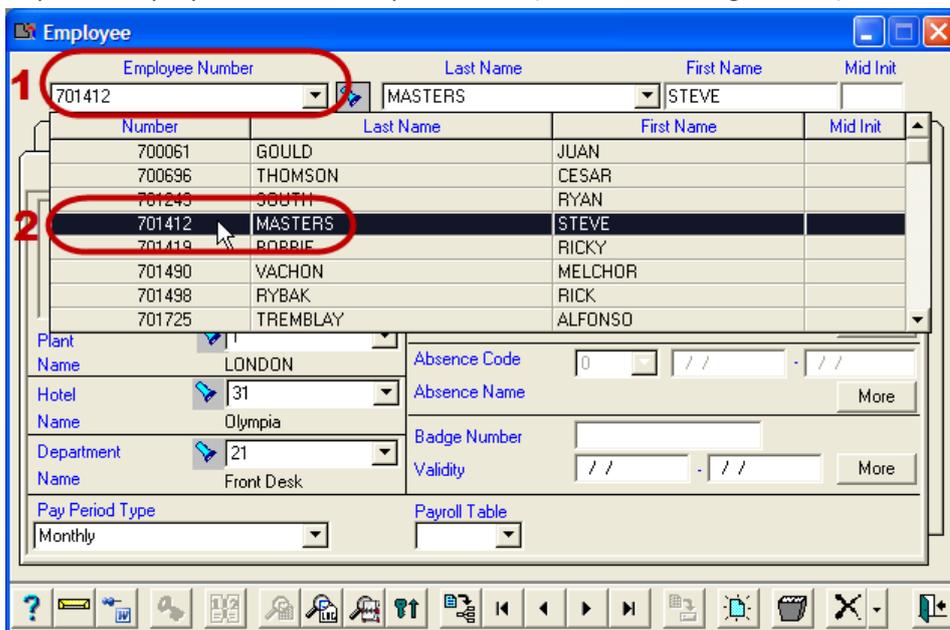
Configuring the Employee Master File

 To configure the Employee Master file:

1. To open the Employee Master File, go to **Set-Up > Add/Edit Shared Set-Up Files > Add/Edit Employee Profile**. The Employee Master File will appear.



2. In the **Employee Number** field (no. 1 in the image below), choose the required employee from the drop-down list (no. 2 in the image below).



3. Go to the **Scheduling** tab.

| Field | Value | Label |
|---------------------|--------|-------------------|
| Schedule Group | 21 | 1 Front Desk |
| Schedule # | 1 | 2 Completely Open |
| SLE Profile | 1 | 3 Front Desk |
| Rate | 5.5000 | 4 |
| OT Balance | 165 | |
| Period Std-Hrs left | 160 | 5 |

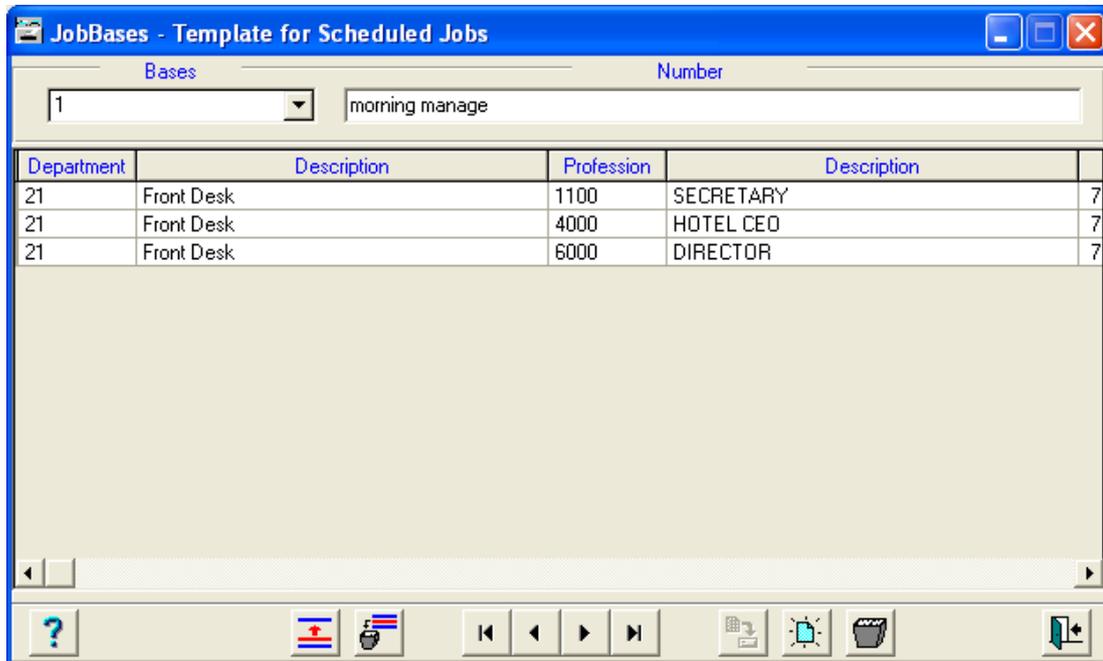
4. In the **Scheduling** tab define the following fields:

- **Schedule Group** – the department that the employee belongs to (for example: Front Desk)
- **Schedule Number** – schedule profile that is assigned to the employee (for example: Completely Open)
- **SLE Profile** – Alert profile assigned to the employee (for example: Front Desk)
- **Rate** – the employees wage rate or wage rate group
- **Period Std-Hrs Left** – the number of standard work hours per pay period (such as month) applicable for this employee

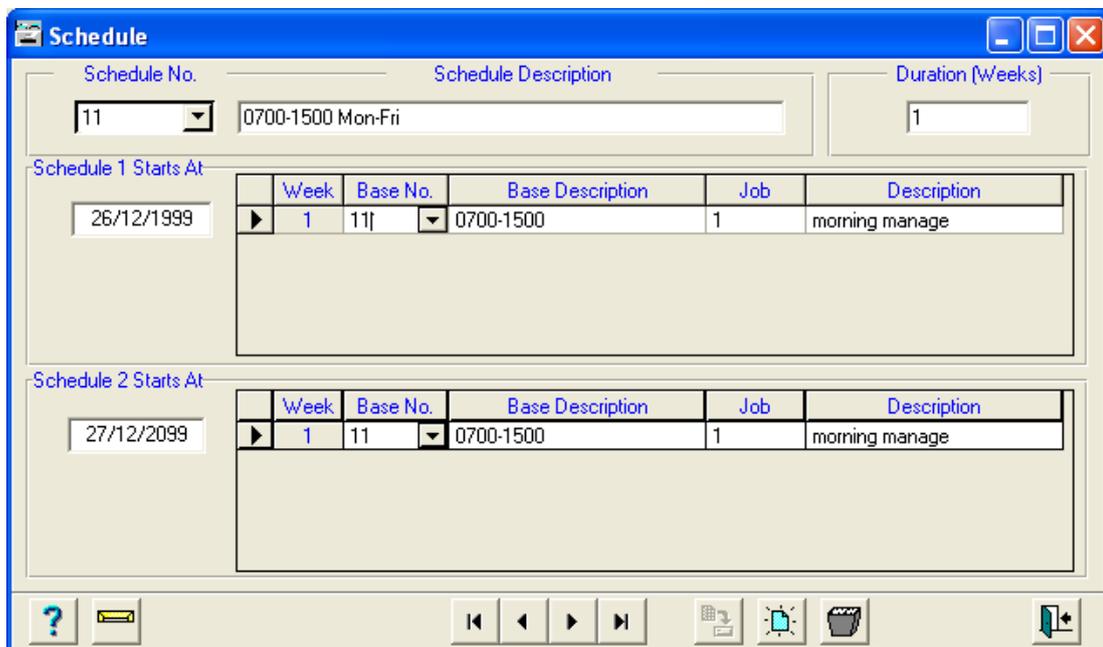
Configuring the JobBases by Schedule Template

 To configure the JobBases by Schedule Template:

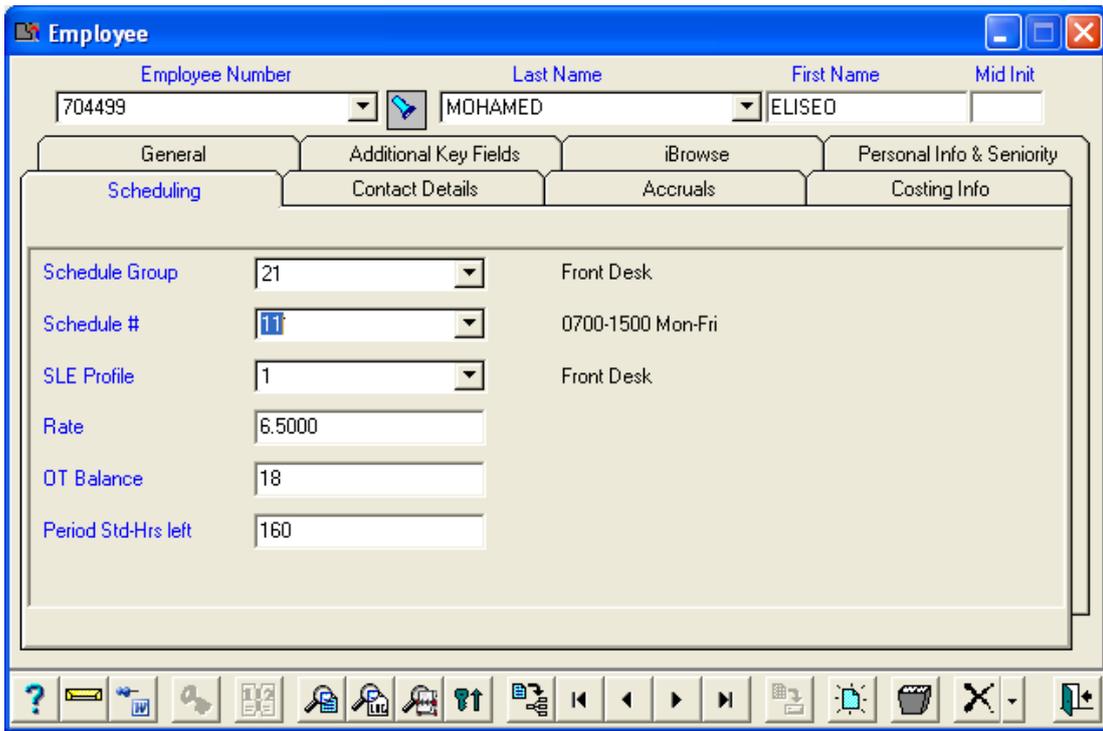
1. Create a JobBase in the **JobBases** screen.



2. Assign the new JobBase to a schedule in the **Schedule** screen.



- Assign to the employee the designated schedule # in the **Employee Master File**.



- Enter the **TSM** screen and view the jobs assigned to an employee by clicking F12 (Jobs Weekly).

| Emp Name | Phone No. 1 | Rate Code | Balance (Hours) | Hours till end of current period | Weekly cost | Base No. | Mo | Tu | We | Th | Fr | Sa | Su |
|--|-----------------|-----------|-----------------|----------------------------------|-------------|----------|------|-------|------|-------|------|------|-------|
| 704499 MOHAMED ELISEO | 44-208-631-6486 | 6.50 | 23.00 | 64.00 | 260.00 | 11 | 7.00 | 15.00 | 7.00 | 15.00 | 7.00 | 7.00 | 15.00 |
| Total scheduled cost: 596.00 Budget: 0.00 Budget excess: 596.00 | | | | | | | | | | | | | |
| Shift 1 (Scheduled/Budgeted): 2.00/0 2.00/0 2.00/0 2.00/0 2.00/0 1.00/0 1.00/0 | | | | | | | | | | | | | |

The screenshot shows a window titled "Scheduled Jobs Per Employee" for employee 704499 MOHAMED ELISEO. The window contains a table with columns for Date, Department, Description, Profession, Description, Start Time, and End Time. The data is as follows:

| | Department | Description | Profession | Description | Start Time <1>/<2> | End Time <1>/<2> |
|----------|------------|-------------|------------|-------------|-----------------------|---------------------|
| 19/07 Mo | | | | | 7:00 | 15:00 |
| <1> | 21 | Front Desk | 1100 | SECRETARY | 7:00 | 15:00 |
| 19/07 Tu | | | | | 7:00 | 15:00 |
| <1> | 21 | Front Desk | 4000 | HOTEL CEO | 7:00 | 15:00 |
| 20/07 We | | | | | 7:00 | 15:00 |
| <1> | 21 | Front Desk | 6000 | DIRECTOR | 7:00 | 15:00 |
| 21/07 Th | | | | | 7:00 | 15:00 |
| 22/07 Fr | | | | | 7:00 | 15:00 |
| 23/07 Sa | | | | | : | : |
| 24/07 Su | | | | | : | : |

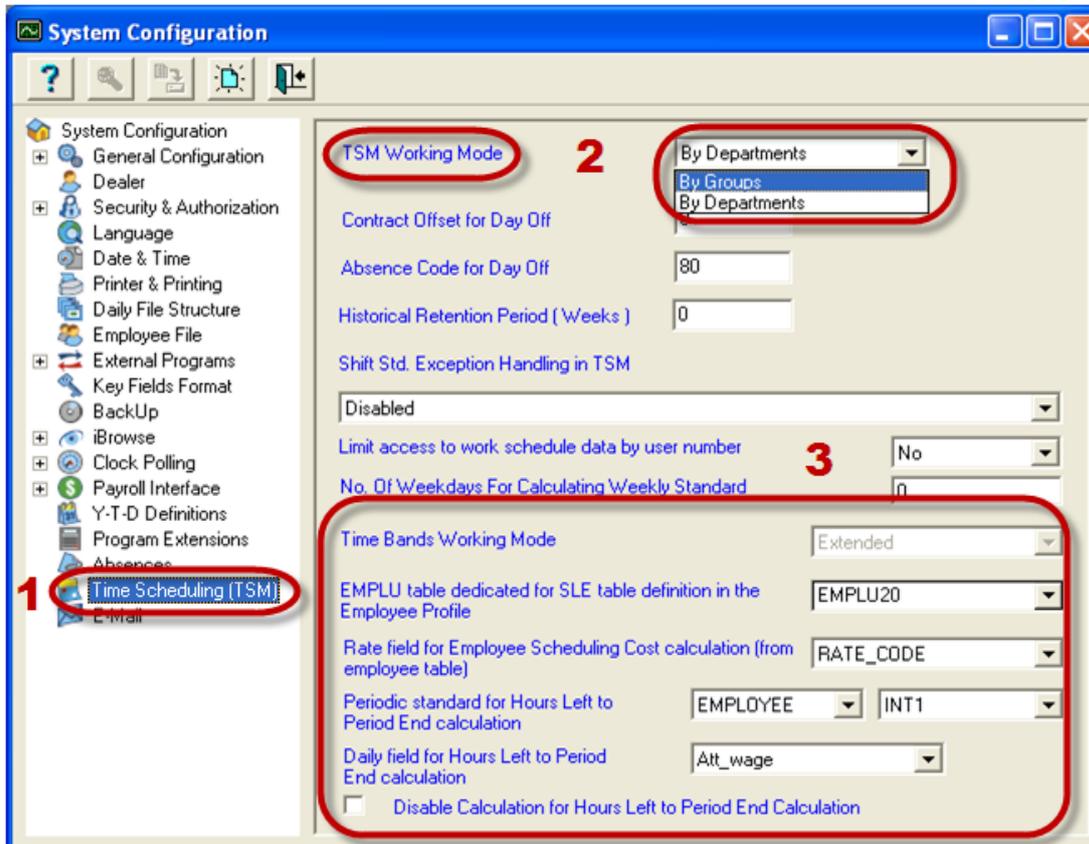
At the bottom of the window, there is a "Job Bases" dropdown menu and buttons for "Add Line", "Delete Line", "Ok", and "Cancel".

Configuring the Extended Time-Bands

 To enable the Extended Time Bands feature:

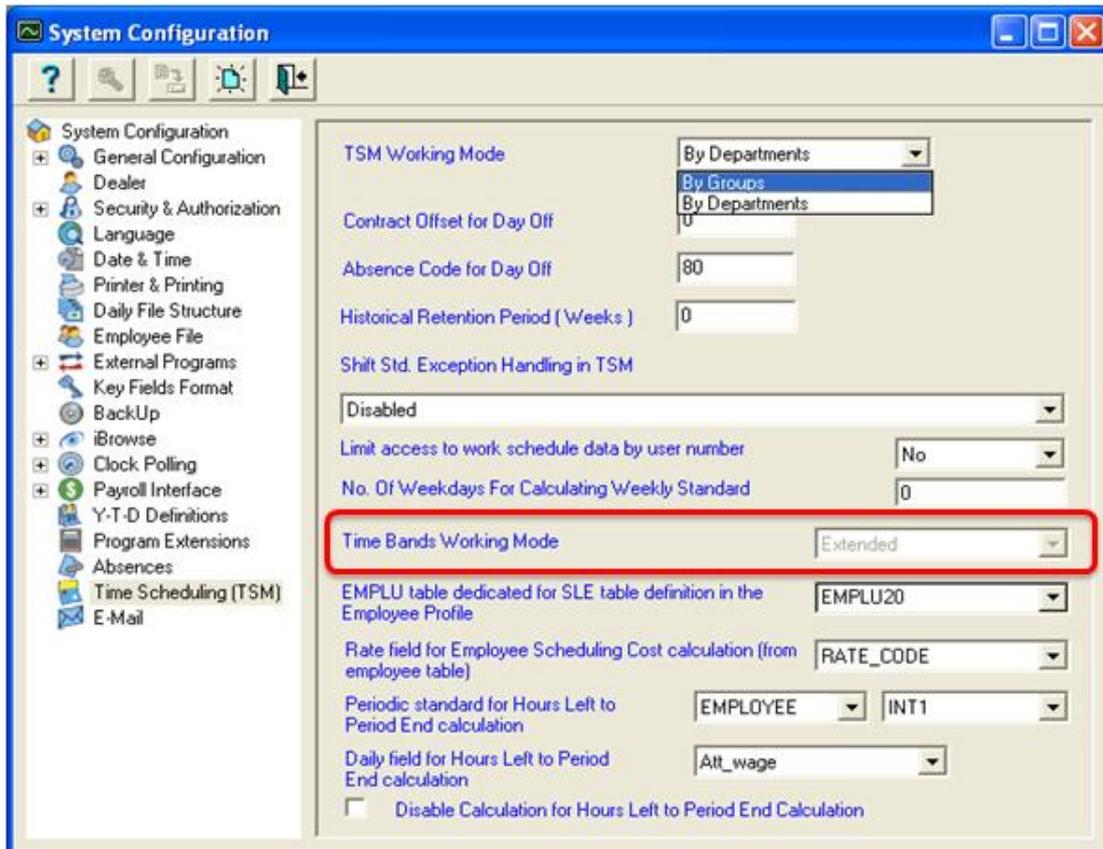
1. Open the System Configuration screen: **Set-Up > Add/Edit Configuration Files > Edit/New System Environment Definitions.**

2. Enter your administrator password and click **OK**.
Open the **Time Scheduling (TSM)** configuration options screen.

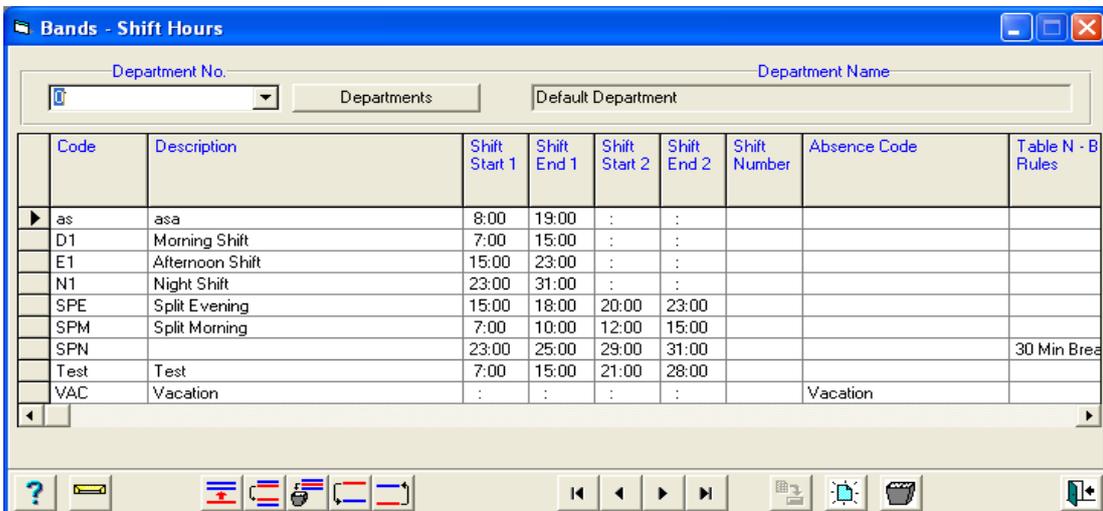


3. In the **TSM Working Mode** field , select the desired working mode:
 - **By Groups** – Employees categorized according to pre-defined groups (such as: "Chefs", "Bartenders", "Bell-Boys", etc.)
 - **By Departments** – Employees categorized according to pre-defined departments (such as: "Front Desk", "Restaurant", "Swimming Pool", etc.)

4. Select the Time Bands Working Mode—Extended.



5. Save your settings.
6. When configuring a **Time Band** in **Extended** mode, you can define additional parameters for the specific time band.



These include:

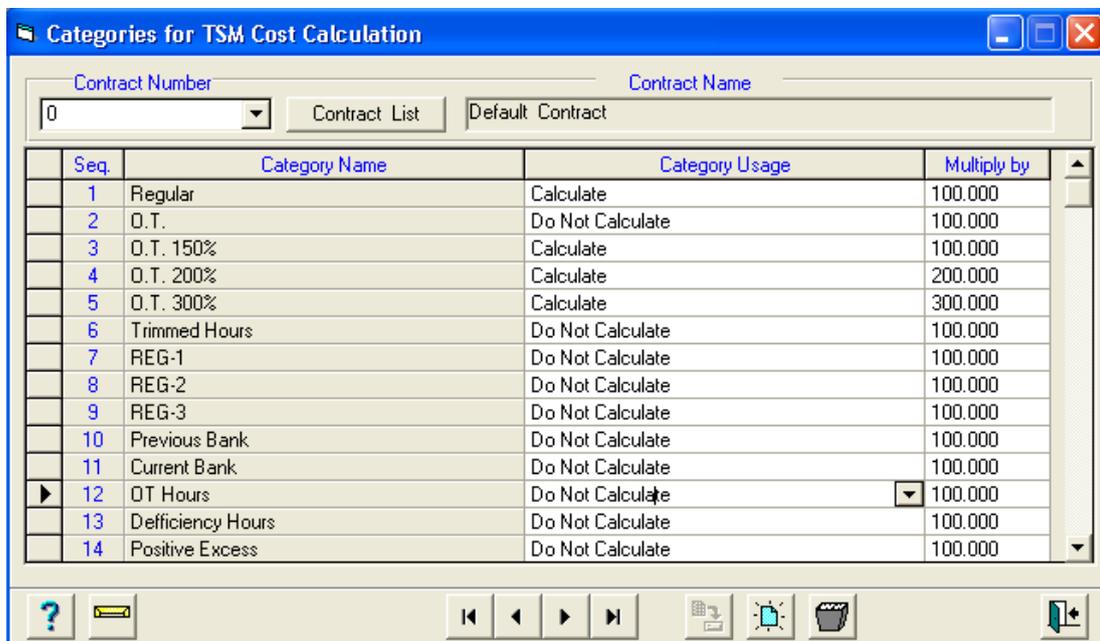
- Split Shift — non-continuous attendance
- Absence Code — E.g., Vacation (Table H)
- Breaks and Meals – Table N
- Daily Standard — daily attendance standard
- Contracts — specific contract
- Department — target department

Configuring the Pay Category values for TSM

 To configure the Pay Category values for TSM:

1. Navigate to **Add/Edit TSM (Scheduling Module) Set-Up Files > Pay Cat. Values for TSM Calc..**

The **Categories for TSM Cost Calculation** screen opens.



| Seq. | Category Name | Category Usage | Multiply by |
|------|------------------|------------------|-------------|
| 1 | Regular | Calculate | 100.000 |
| 2 | O.T. | Do Not Calculate | 100.000 |
| 3 | O.T. 150% | Calculate | 100.000 |
| 4 | O.T. 200% | Calculate | 200.000 |
| 5 | O.T. 300% | Calculate | 300.000 |
| 6 | Trimmed Hours | Do Not Calculate | 100.000 |
| 7 | REG-1 | Do Not Calculate | 100.000 |
| 8 | REG-2 | Do Not Calculate | 100.000 |
| 9 | REG-3 | Do Not Calculate | 100.000 |
| 10 | Previous Bank | Do Not Calculate | 100.000 |
| 11 | Current Bank | Do Not Calculate | 100.000 |
| 12 | OT Hours | Do Not Calculate | 100.000 |
| 13 | Deficiency Hours | Do Not Calculate | 100.000 |
| 14 | Positive Excess | Do Not Calculate | 100.000 |

Note: The pay categories derive from **Table A – Pre-Defined Pay Categories**. You can create this table as either for each department individually, or as a Default Contract – which pay categories will be calculated in TSM (Regular Hours, Overtime, etc.). This will give the daily and weekly scheduled costs in TSM.

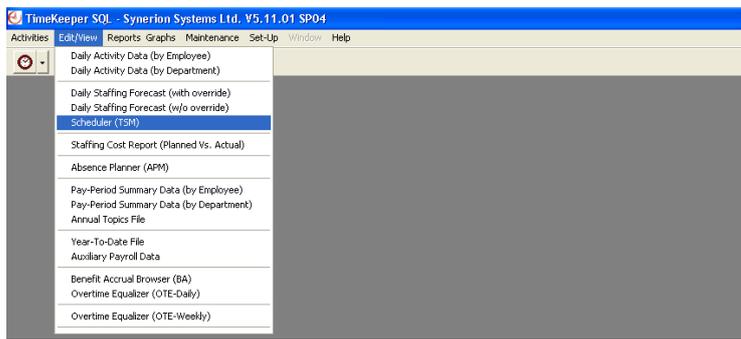
Note: The calculation definitions set here will also be used in the HSC Cost Calculation by Contract.

2. Select pay categories to be calculated in program **TSMCATV** :
 - For default contract and/or specific department contracts
 - **Category Name** – pay categories from Table A
 - **Category Usage** – Calculate / Do Not Calculate
 - **Multiply By** – pay category unit percentage value

Configuring the Weekly Budget Excess Gauge

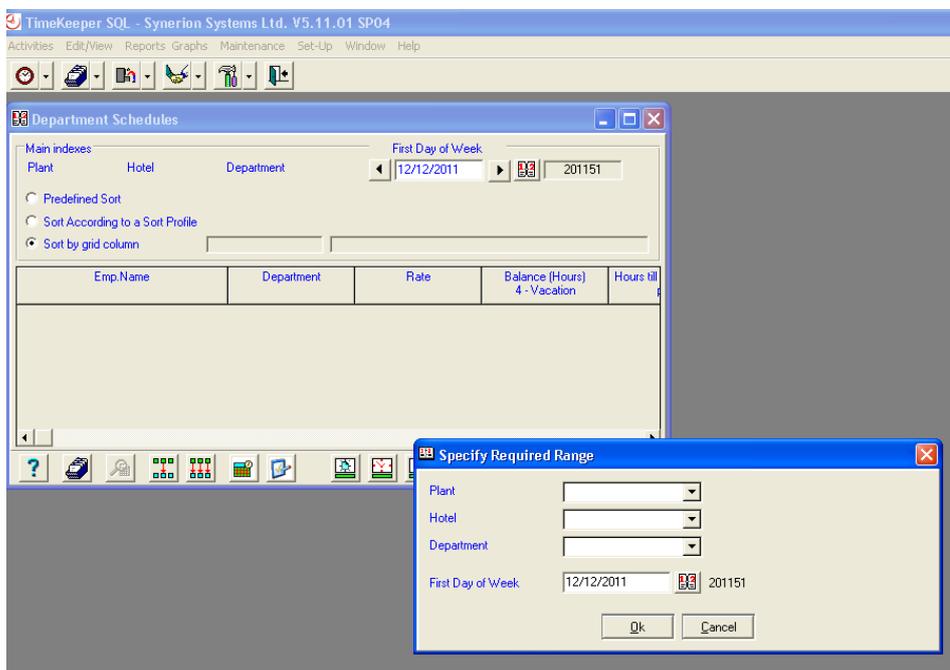
 To configure the Weekly Budget Excess Gauge:

1. To open the **Program Configurations** screen: **Edit/View > TSM (Scheduler)**.



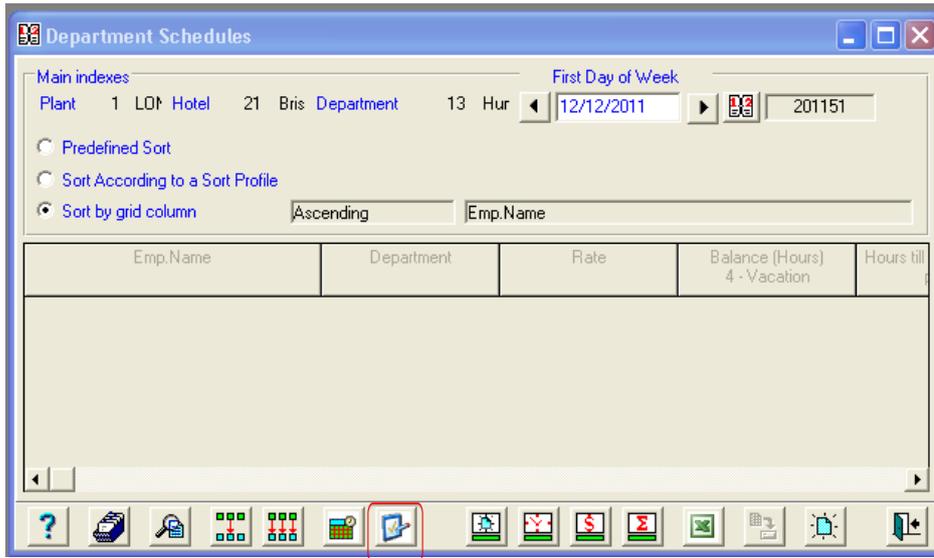
The **Department Schedules/Specify Required Range** dialog appears.

2. From the drop-down menus provided, select a **Plant**, **Hotel** and **Department**; use the apparatus provided to define a **First Day of Week** value.



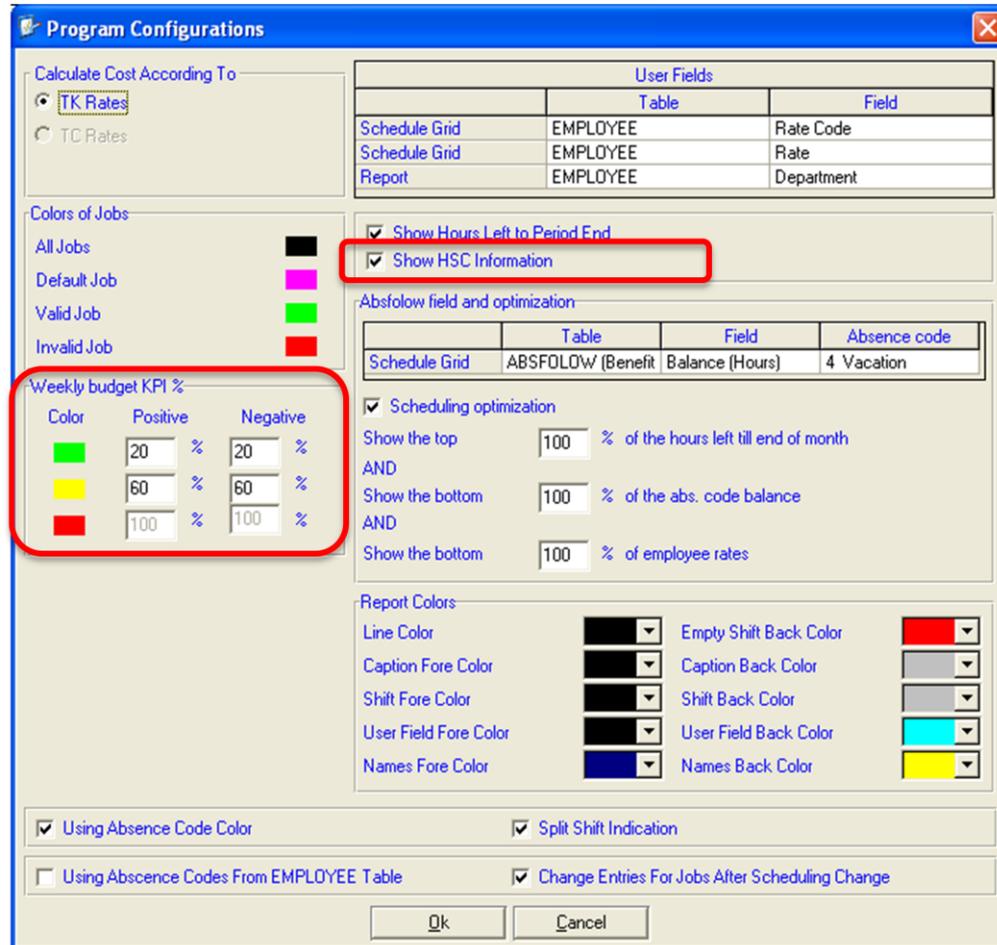
3. Click **OK**.

The **Department Schedules** screen appears.



4. Click the **Program Configurations** icon.

The **Program Configurations** screen appears.



5. From the Program Configurations screen, select the **Show HSC Information** option.

6. Enter the **Weekly Budget KPI%** color scheme values.

Note: These are the colors that will be used in the Weekly Budget Excess

Gauge.



7. Click **OK**.

Configuring the Recommended Employees for Scheduling

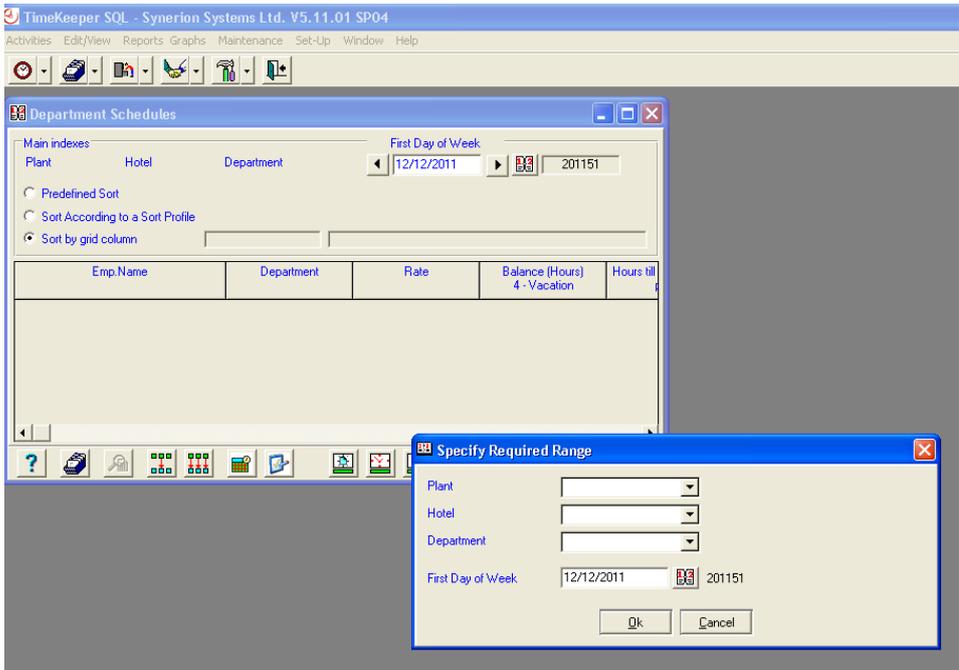
 To configure Recommended Employees for Scheduling:

1. To open the **Program Configurations** screen: **Edit/View > TSM (Scheduler)**.



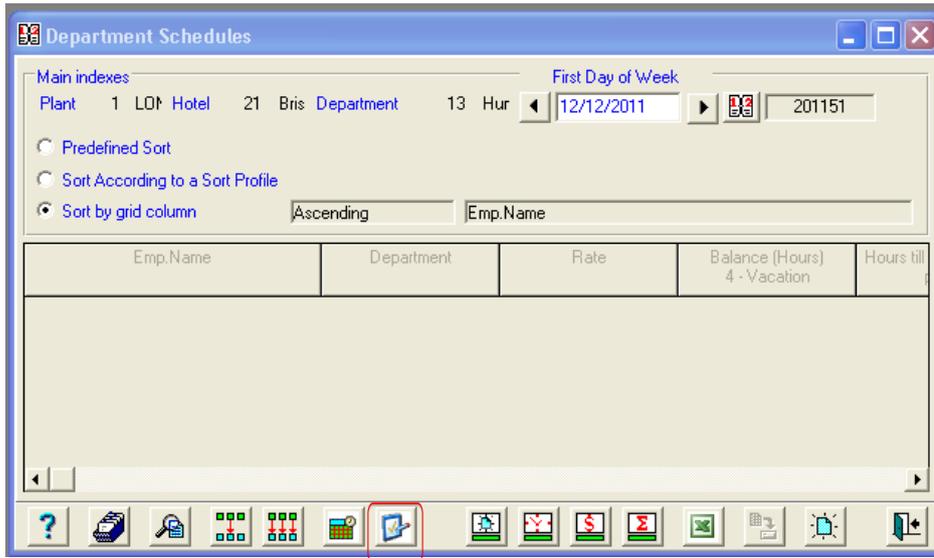
The **Department Schedules/Specify Required Range** dialog appears.

2. From the drop-down menus provided, select a **Plant**, **Hotel** and **Department**; use the apparatus provided to define a **First Day of Week** value.



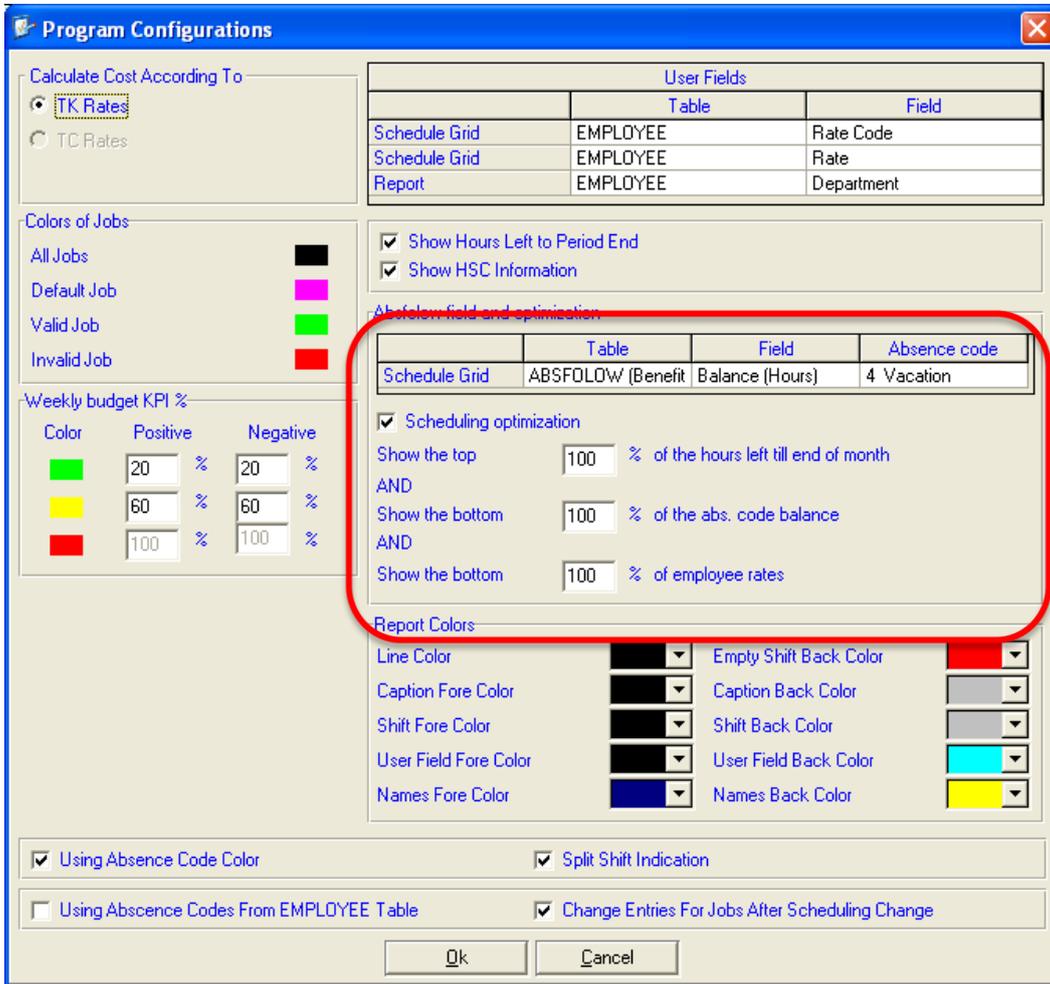
3. Click **OK**.

The **Department Schedules** screen appears.



4. Click the **Program Configurations** icon.

The **Program Configurations** screen appears.



5. In the **Absfolow field and optimization** section of the Program Configurations screen, in the **Schedule Grid**, from the pull-down menus select:
 - Field – Balance in hours or days
 - Absence Code – list of all Absence Codes defined in the system
6. Enable the **Recommended Employees** feature.
You can now enter percentage values for the parameters in the Optimization feature configuration.
7. Enter the values for parameters that follow. These are the values that will determine which employees appear on the **Recommended Employees for Scheduling**.
 - **Show the top ... % of hours remaining left till end of month** — display allows managers to identify employees with the maximum of hour-budget unused for scheduling purposes.
 - **Show the bottom ... of the abs code balance** — display allows managers to identify employees, for example, with least number of vacation days left, for scheduling purposes.
 - **Show the bottom ... % of employee rate** — display allows manager to identify employees with lowest hourly rate for scheduling purposes.

Note: parameters can be combined to allow managers to view Recommended Employees that meet a combination of the criteria.
8. Click **OK**.

The **Recommended Employees for Scheduling** feature will parse the **Absfolow** table based on the settings you have configured here.

| Emp.Name | Rate Code | Rate | Balance (Hours) 4 - Vacation | Hours till end of current period | Weekly cost |
|-------------------------|-----------|------|---------------------------------|-------------------------------------|----------------|
| 701412 MASTERS STEVE | 1.38 | 5.50 | 18.48 | 120:00 | 220.00 |
| 701419 BOBBIE RICKY | 1.38 | 6.00 | 39.00 | 120:00 | 420.00 |
| 702412 SPEERS JOSHUA | 1.38 | 5.00 | -2.00 | 80:00 | 225.00 |
| 704031 FINNEY JENNIFER | 2.00 | 7.00 | 39.00 | 120:00 | 280.00 |
| 704499 MOHAMED ELISEO | 1.63 | 6.50 | 23.00 | 120:00 | 260.00 |
| 704567 MAGUIRE PEDRO | 1.50 | 6.00 | 39.00 | 120:00 | 270.00 |
| 704927 GAUTHIER STEPHEN | 1.50 | 6.00 | -88.00 | 160:00 | 0.00 |

3. Click **Export**.

The accumulated Alerts data is exported to Excel, as in the following example.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|-----------|-------------|-----------|---|----------------------------------|----------|------------------|-----------------|----------|----------------------|-------------|---------|------------------|---------------|
| 1 | | | | Weekly schedule for: LONDON Hotel: Olympia | | | | | | | | | | |
| 2 | | | | Department: Front Desk | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | Monday 25/07/2011 | | | | | | | | | | |
| 6 | Emp.Name | Phone No. 1 | Rate Code | Balance (Hours) 4 - Vacation | Hours till end of current period | Base No. | Schedule d Entry | Schedule d Exit | Contract | Activity | Departme nt | Table N | Schedule d Entry | Schedu d Exit |
| 7 | 2 TEST3 | TEST | 0 | 0 | | 1 | : | : | | DAY OFF | | | : | : |
| 8 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 9 | 701412 MA | 44-208-63 | 6 | 28.44 | 72:00:00 | 13 | 23:00 | 31:00:00 | | | Front Desk | | 23:00 | 31:00:00 |
| 10 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 11 | 701419 BC | 44-208-63 | 6 | 58.3 | 152:00:00 | 1 | : | : | | DAY OFF | | | : | : |
| 12 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 13 | 702412 SF | 44-208-63 | 5 | -61.15 | 120:00:00 | 12 | 15:00 | 23:00 | | | Front Desk | | 15:00 | 23:00 |
| 14 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 15 | 704031 FI | 44-208-05 | 8 | 39 | 12:00 | 2 | 7:00 | 19:00 | | | Front Desk | | 7:00 | 19:00 |
| 16 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 17 | 704499 MC | 44-208-63 | 6.5 | 23 | | 11 | 7:00 | 15:00 | | | Front Desk | | 7:00 | 15:00 |
| 18 | 704567 MA | 44-204-86 | 6 | 58.3 | 120:00:00 | 1 | : | : | | DAY OFF | | | : | : |
| 19 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 20 | 704987 GA | 44-204-99 | 6 | -88 | | 11 | 7:00 | 15:00 | | | | | 7:00 | 15:00 |
| 21 | 705042 SC | 44-208-63 | 7.25 | -3.39 | 80:00:00 | 11 | 7:00 | 15:00 | | | Front Desk | | 7:00 | 15:00 |
| 22 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 23 | 705590 DE | 44-208-39 | 7.55 | -61.2 | 80:00:00 | 11 | 7:00 | 15:00 | | | Front Desk | | 7:00 | 15:00 |
| 24 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 25 | 705794 KA | 44-208-63 | 7 | 34.4 | 160:00:00 | 1 | : | : | | DAY OFF | | | : | : |
| 26 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 27 | 705851 HU | 44-208-35 | 7.25 | 5.4 | 80:00:00 | 12 | 15:00 | 23:00 | | | Front Desk | | 15:00 | 23:00 |
| 28 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 29 | 705873 AL | 44-208-77 | 6.5 | 34.4 | 82:00:00 | 1 | : | : | | Reserve Duty | Front Desk | | : | : |
| 30 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 31 | 705913 RC | 44-208-04 | 7.55 | 2.4 | 80:00:00 | 12 | 15:00 | 23:00 | | | Front Desk | | 15:00 | 23:00 |
| 32 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 33 | 705935 DI | 44-208-78 | 8 | 34.4 | 160:00:00 | 1 | : | : | | Vacation | Front Desk | | : | : |
| 34 | | | | | | | 7:00 | 15:00 | | Front Desk\SECRETARY | | | 7:00 | 15:00 |
| 35 | | | | | | | | | | | | | | |

Installation Note: HSC & TSM Upgrades

The installation and configuration of the features described in this *HSC & TSM Upgrades Implementation Guide* assume that the latest version of TKSQL has been properly installed on a system that meets the requirements set out in the *TKSQL Installation Guide*.

It is the client's responsibility to make sure that the system is current and that all pre-requisites have been provided for.

Configuring the TSM Alerts

Issues like the length of shifts, rest between shifts, and more are governed by legislation enforced by a system of fines. Past experience shows that managers often ignored labor statutes to the detriment of their operations. Employee complaints, legal fees, government involvement and financial penalties are all possible outcomes of failing to adhere to the labor laws.

HSC's **Alerts** feature is a powerful tool for avoiding violations of labor statutes. Typically, hotel managers are charged with abiding by labor laws—and with avoiding penalties. The HSC system supports alerts that notify managers about deviations based on pre-defined policy rules. Groups of employees are assigned to policy rules; when a manager attempts to schedule an employee for hours that would violate the rule, an alert is generated within the system.

Within the HSC module, alerts are defined as either an **Exception** or **Limitation**.

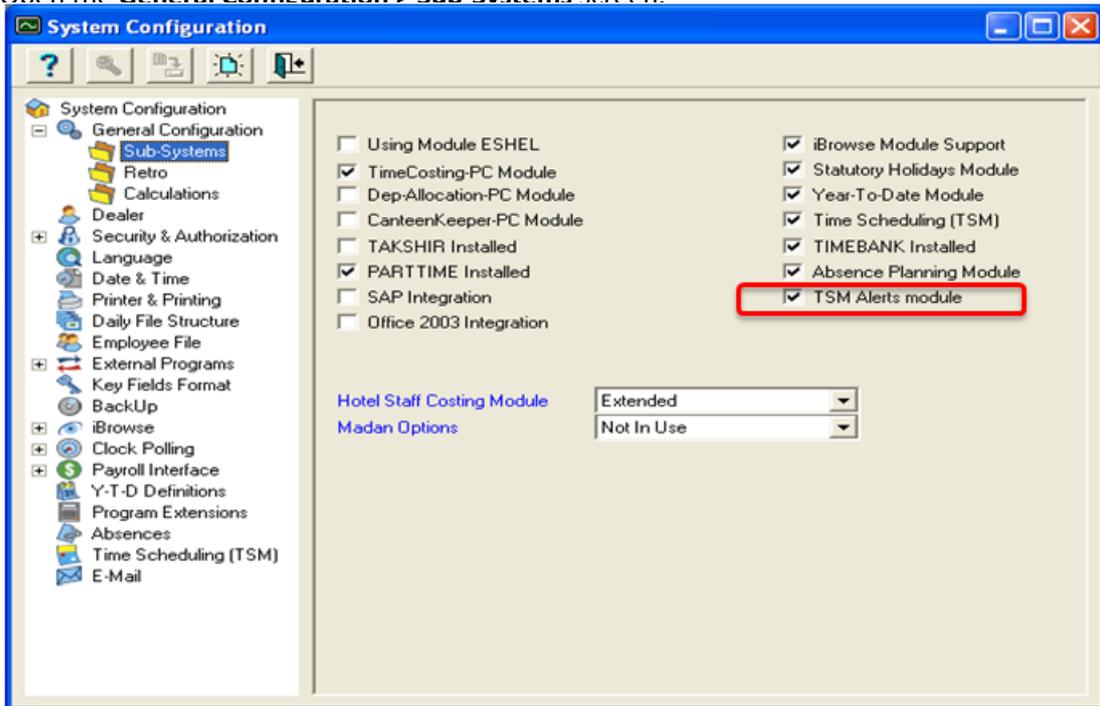
- **Exception** – notifies the user about the deviation
- **Limitation** – prevents the deviation altogether by blocking the user upon assignment

Configuring the Online Alerts

 To configure the Online Alerts:

1. Open the System Configuration screen: **Set-Up > Add/Edit Configuration Files > Edit/New System Environment Definitions**.
2. Enter your administrator password and click **OK**.

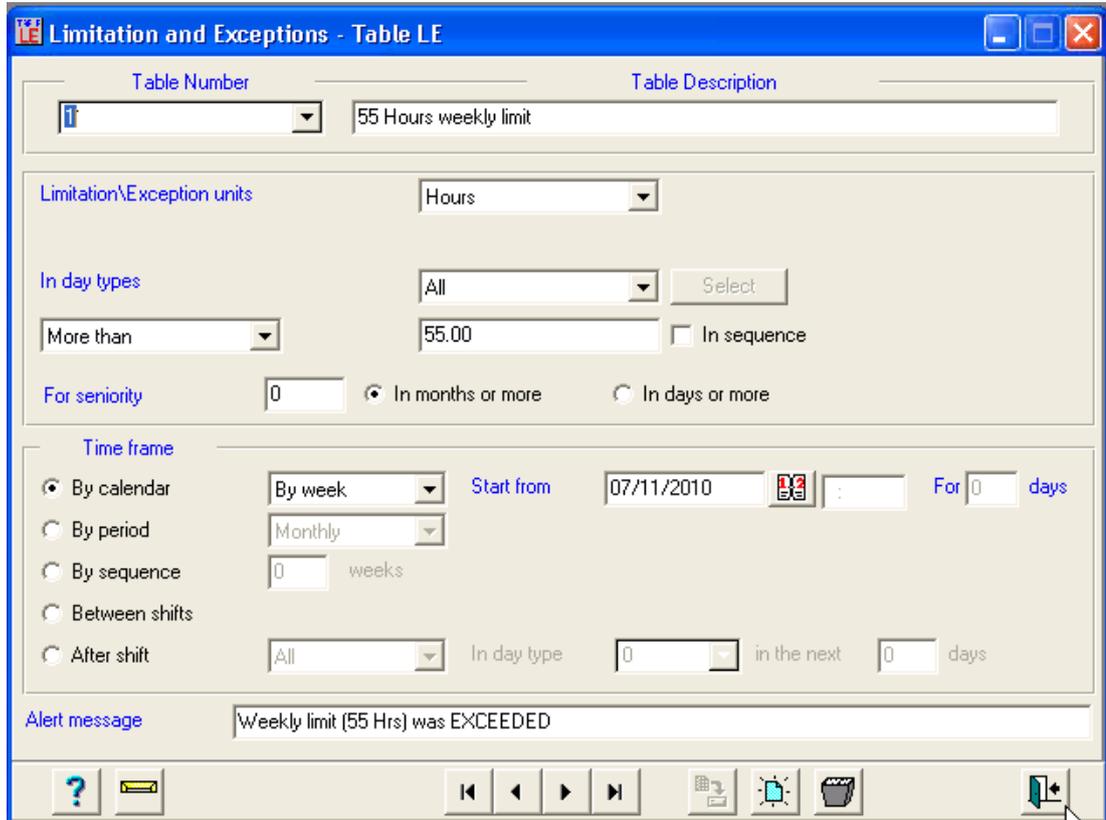
3. Open the **General Configuration > Sub-Systems** screen.



4. On the **System Configuration** screen, initialize the **TSM Alerts module** feature.

Note: In the HSC-TSM implemented system, in order for alerts to work, TSM alerts must be configured in the HASP key. The HASP key is typically purchased pre-configured from Synerion International Support.

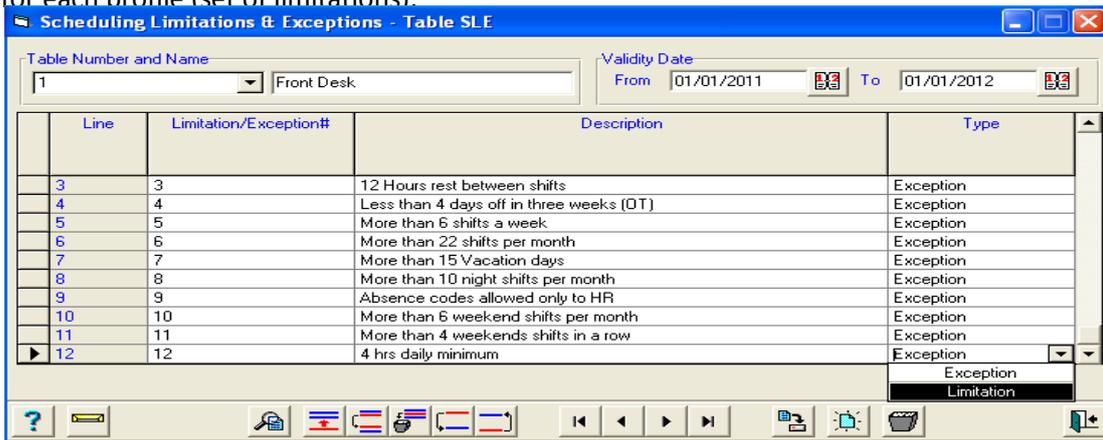
5. Configure the **LE** (Limitations and Exceptions) file for each exception:
 - a. Open the Limitation and Exceptions screen: **Set-Up > Add/Edit TSM (Scheduling Module)Set-up Files > Alert Engine – Add/Edit Alerts (LE)**



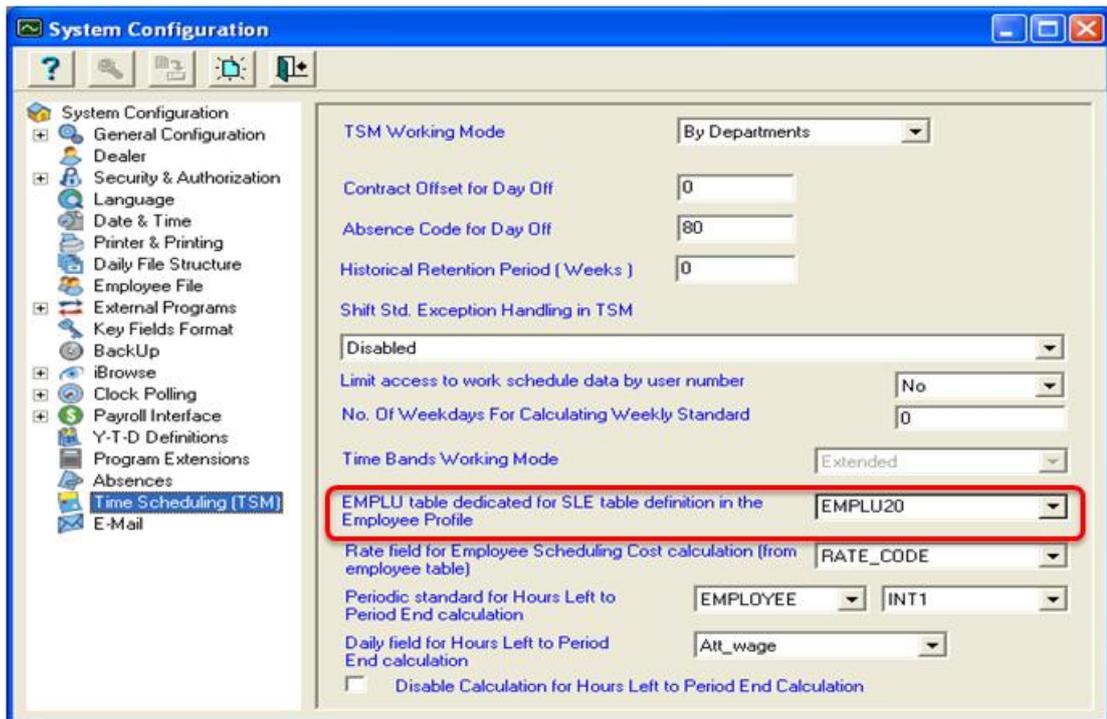
- b. From the drop-down list of profiles, select an **SLE Profile**.

Note: Each employee can have his own SLE profile, according to his role or to the department that he is assigned to.
- c. Define/Configure the alert rule by setting up the following fields:
 - **Table Number and Description**
 - Select target events: **Limitation\Exception units, Shifts, Day Types, Less/More than, Seniority**
 - Select designated time boundaries: **Time Frame**
 - Enter message content: **Alert message assignment**
- d. As required, repeat steps a-c for each exception.
- e. Click  (**Save**).

6. In the **Limitations and Exceptions** screen, configure the **SLE Profile** table for each profile (set of limitations):

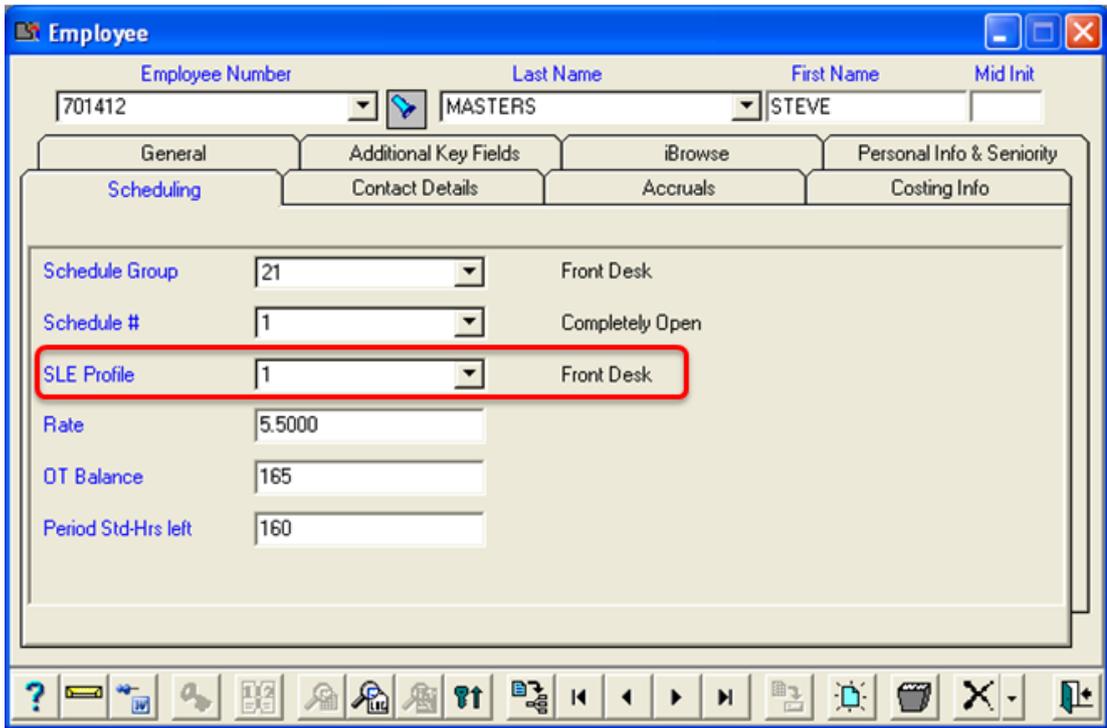


- a. Assign a **Table Number and Name** new SLE profile
 - b. Enter the **Validity Date Range**
 - c. Register the relevant Alert rules (**Table LE**)
 - d. Determine Alert type for each rule (**Exception/Limitation**)
7. Define the **EMPLU** table dedicated for SLE table definition:
 - a. Open the **Time Scheduling (TSM)** configuration screen.



- b. From the drop-down list of tables, select the **EMPLU table dedicated for SLE table definition in the Employee Profile**.

8. Assign a specific **SLE table** to each employee:
 - a. Open the **Employee (Master file)>Scheduling** tab.



- b. Select an SLE Profile from the drop-down list.

- c. Click  (Save).

9. View the Alerts.

The alert rule you have defined will be applied when you schedule hours for employees from the **Departments Schedules** screen, for example:

The screenshot shows the 'Department Schedules' screen with a table of employee schedules. An alert dialog box is displayed over the table, stating: 'Shift length is less than 4 hours. Employees: 704031 FINNEY JENNIFER Date: 18/07/2011'. The table includes columns for Emp. Name, Phone No. 1, Rate Code, Balance (Hours), Hours till end of current period, Weekly cost, Base No., and a grid of hours for each day of the week (Mo, Tu, We, Th, Fr, Sa, Su).

| Emp. Name | Phone No. 1 | Rate Code | Balance (Hours) | Hours till end of current period | Weekly cost | Base No. | Mo | Tu | We | Th | Fr | Sa | Su |
|-----------------------|-----------------|-----------|-----------------|----------------------------------|-------------|----------|-------|-------|-------|-------|-------|-------|----|
| 04031 FINNEY JENNIFER | 44-208-052-9155 | 8.00 | 39.00 | 101.00 | 24.00 | 1 | 7.00 | 10.00 | | | | | |
| 04499 MOHAMED ELISED | 44-208-631-6486 | 6.50 | 23.00 | 29.44 | 23.00 | 13 | 23.00 | 31.00 | 23.00 | 31.00 | 23.00 | 31.00 | |

Configuring the TSM Alerts - Configuring the Offline Alerts (Reports)

or in the **Additional Data** screen (F6):

The screenshot shows the 'Department Schedules' interface. At the top, it displays 'Main indexes' with filters for Plant (LONDON), Hotel (Olympia), and Department (Front Desk). A 'Weekly Budget Excess' gauge is visible on the right, showing a value of -64.56%. The main area contains a grid with columns for employee names, phone numbers, rate codes, and weekly costs, followed by a calendar grid for days of the week (Mo to Su) from 18/07 to 24/07. A dialog box is open over the grid, displaying a warning: 'There are less 3 off-day of in the last 3 weeks. Schedule the employee for another day off.' The dialog also shows the employee's name '704987 GAUTHIER STEPHEN' and a date '23/07/2011', with 'Yes' and 'No' buttons for approval.

Configuring the Offline Alerts (Reports)

To configure the Offline Alerts:

1. Define parameters for the **RTSAlert** report:
 - a. Open the **Parameters' Files Table**: **Set-Up > Add/Edit Configuration Files > Edit/View Report Parameters File.**

The screenshot shows the 'Parameters' Files Table' dialog box. It has three main input fields: 'File Name' (RTSALERT), 'File Description' (Parameters For RTSALERT Report), and 'Report Name' (RTSALERT). Below these is a table with columns 'Group' and 'Lines' Content In The Current Group'. The first row shows Group 1 with content 'Print horizontal and vertical lines:0=no,1=Horizontal,2=Vertic'. There are 'Add Group' and 'Remove Group' buttons. At the bottom, there is a 'Line Contents' table with columns 'Line' and 'Line Contents'. The first row shows Line 1 with content '3'. The dialog also features a toolbar with various icons for help, search, and navigation.

- b. From the File Name dropdown menu, select **RDSALERT**.
- c. Enter the Alerts display parameters in the **Line Contents** dialog:
 - 0 = without horizontal/vertical gridlines
 - 1 = vertical grid lines only
 - 2 = horizontal gridlines only
 - 3 = both horizontal and vertical gridlines
- d. Click **Save**.

RTSAlerts will be displayed according to the selected design.

2. If you wish to run **RTSAlerts Report** from Windows, configure the **SCDAlertSQL.exe** to run automatically from Windows Scheduler :

- a. Enter the format:

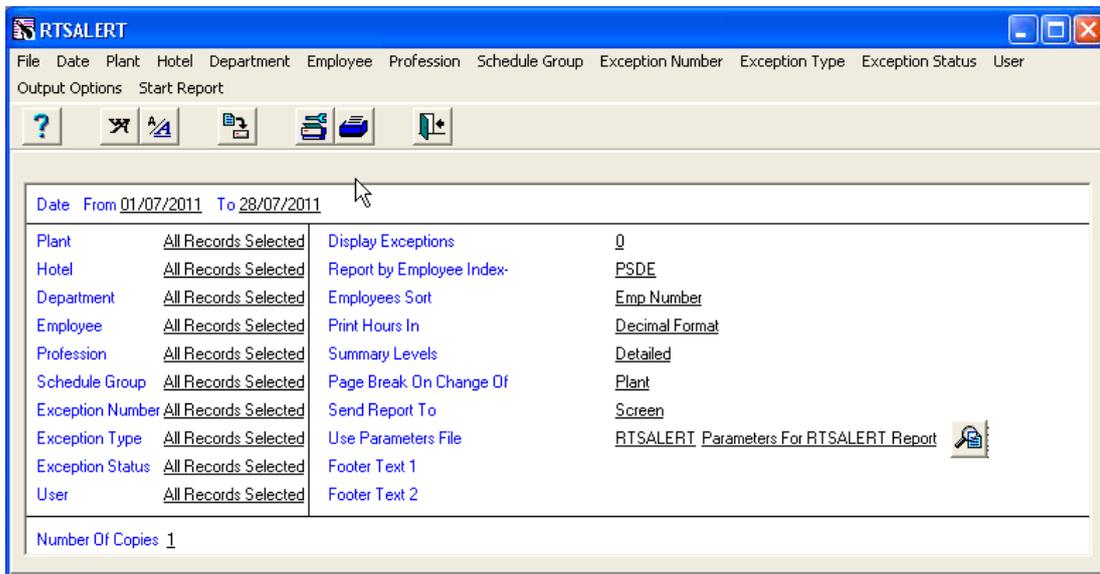
SCDAlertSQL.exe TK user # start-date end-date parameter
 (Note: 0 or null value=Daily; 1=TSM)

For example:

```
SchdAutoSQL.exe 9999 01/02/2011 01/05/2011
SchdAutoSQL.exe 9999 01/02/2011 01/05/2011 0
SchdAutoSQL.exe 9999 01/02/2011 01/05/2011 1
```

- b. Schedule the automatic run in Windows Scheduler.

3. If you wish to run **RTSAlerts Report** from within TKSQL, define the **RTSALERT** report to be sent—offline—to the scheduling manager.



Fields included in the **RTSALERT** report include:

- User that produced the changes
- Employee influenced

Configuring the TSM Alerts - Configuring the Offline Alerts (Reports)

- Date and time of appearance
- Type of alert – Exception or Limitation
- Location of appearance – TSM or Daily Browser
- Handling status – Approved or Rejected

Note: Displayed alerts are saved in SCAUDIT Table (DB). A sample report is shown below:

RTSALENT
File Search Navigate Print Stop

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Exceptions & Limitations Report From 01/07/2011 Till 28/07/2011 Sorted By Plant/Shift/Department (Decimal) Page No. 1
Production Date 28/07/2011
Production Time 09:23

| Plant | 1 | LONDON | Hotel | 31 | Olympia | Department | 21 | FrontDesk | | | | | | | | | | | |
|--|-------|------------------|------------|------------|------------|------------|----------------------|----------------------|-------------------------|-------------------|-----|--------------|-------------|----------------|----------------|-----------------------|--|-------------|-------|
| Employee Number | 76031 | JENNIFER FINNEY | FrontDesk | BELLBOY | 13/07/2011 | Wednesday | Scheduled Entry 7.00 | Scheduled Exit 19.00 | Scheduled Paid/AB 12.00 | Scheduled Absence | OFF | Actual Entry | Actual Exit | Actual Paid/AB | Actual Absence | Exception Description | Exception Type | Exc. Status | |
| | | | | | 14/07/2011 | Thursday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 15/07/2011 | Friday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 16/07/2011 | Saturday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 17/07/2011 | Sunday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 18/07/2011 | Monday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 19/07/2011 | Tuesday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 20/07/2011 | Wednesday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 21/07/2011 | Thursday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 22/07/2011 | Friday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 23/07/2011 | Saturday | 7.00 | 19.00 | 12.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| | | | | | 24/07/2011 | Sunday | | | | OFF | | | | | | OFF | Less than 4 days off in three weeks (O | Scd. Exc. | Appr. |
| Total Exceptions For Employee | | | | | 7 | | | | | | | | | | | | | | |
| Employee Number | 76499 | ELISE O MOHAMED | FrontDesk | MANAGER | 20/07/2011 | Wednesday | 15.00 | 23.00 | 8.00 | | | | | | | Abs | 12 Hours rest between shifts | Scd. Exc. | Appr. |
| | | | | | 22/07/2011 | Friday | 15.00 | 23.00 | 8.00 | | | | | | | Abs | 12 Hours rest between shifts | Scd. Exc. | Appr. |
| | | | | | 23/07/2011 | Saturday | 7.00 | 15.00 | 8.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Deny |
| Total Exceptions For Employee | | | | | 3 | | | | | | | | | | | | | | |
| Employee Number | 76987 | STEPHEN GAUTHIER | FrontDesk | FRONT DESK | 23/07/2011 | Saturday | 7.00 | 15.00 | 8.00 | | | 7.00 | 15.00 | 8.00 | | | Less than 4 days off in three weeks (O | Scd. Exc. | Appr. |
| Total Exceptions For Employee | | | | | 1 | | | | | | | | | | | | | | |
| Employee Number | 76577 | DAVID AUBIN | FrontDesk | FRONT DESK | 10/07/2011 | Sunday | 23.00 | 31.00 | 8.00 | | | | | | | | 15 Hours weekly limit | Scd. Exc. | Appr. |
| | | | | | 10/07/2011 | Sunday | 23.00 | 31.00 | 8.00 | | | | | | | | More than 6 shifts a week | Scd. Exc. | Appr. |
| | | | | | 20/07/2011 | Wednesday | 7.00 | 19.00 | 11.00 | | | | | | | Abs | 10 Hour Daily Limit | Scd. Exc. | Appr. |
| Total Exceptions For Employee | | | | | 3 | | | | | | | | | | | | | | |
| Total Employees That Have Exceptions For | | | Department | | 4 | | | | | | | | | | | | | | |
| Total Employees That Have Exceptions For | | | Hotel | | 4 | | | | | | | | | | | | | | |
| Total Employees That Have Exceptions For | | | Plant | | 4 | | | | | | | | | | | | | | |
| Total Employees That Have Exceptions For | | | Report | | 4 | | | | | | | | | | | | | | |